

Nutrition and Health

- Courses in English -

- Consumer Behaviour
- Communal Catering Services
- Food Marketing
- German Food & Culture*
- International Human Resource Management
- Marketing Research
- Project Management
- Public Health Project Intercultural Intelligence
- Scientific Ergonomics with lab
- Sensory Analysis
- Sports Nutrition
- Academic English (for non-native speakers)

* max. 20 participants

This programme is offered in the summer semester (April-July) only.
Faculty of Life Sciences; September 2024)

Course Name: Consumer Behaviour

Degree programme:
Nutrition & Health (Bachelor)

Responsible Lecturer:
Prof. Dr. Stephan Meyerding

Workload: 150 hours

Lecture hours per week: 4

ECTS Credits: 5

Course objectives:

Students acquire a deep understanding that...

- We use products to help us define our identities
- The society we live in today can be described as a consumer society
- Brands have become the most important symbolic vehicles in the marketplace
- The ethics of consumption is becoming more and more significant, both for consumer well-being and as sound business
- Many factors at the time of purchase dramatically influence the consumer's decision-making process
- The design of a product today is a key driver of its success or failure
- We interpret the stimuli to which we pay attention according to learned patterns and expectations
- The self-concept strongly influences consumer behavior
- Society's expectations of masculinity and femininity help to determine the products we buy to meet these expectations
- The way we evaluate and choose a product depends on our degree of involvement with the product, the marketing message, and/or the purchase situation
- A lifestyle defines a pattern of consumption that reflects a person's choice of how to spend his or her time and money, and these choices are essential to defining consumer identity
- Psychographics go beyond simple demographics to help marketers understand and reach different consumer segments
- Understanding attitudes is important to consumer researchers
- Persuasion can change attitude
- The three categories of consumer decision-making are cognitive, habitual, and affective
- The way information about a product choice is framed can prime a decision, even when the consumer is unaware of this influence
- Other people and groups, especially those that possess social power, influence our decisions
- Word-of-mouth communication is the most important driver of product choice
- Social media changes the way we learn about and select products
- Many important demographic dimensions of a population relate to family and household structure
- Our membership in ethnic, racial and religious subcultures often guide our consumption behavior

Contents:

- An Introduction to Consumer Behavior
- A Consumer Society
- Shopping, Buying and Disposing
- Perception
- The Self
- Motivation, Lifestyle and Values
- Learning and Memory
- Attitudes
- Individual Decision-making
- Group and Social Media
- European Structures, Decision-making and Aging
- Income and Social Class
- Culture and Consumer Behavior
- Cultural Change Processes
- Consumption and European Consumers

About didactics and workload distribution:

60% problem-based learning and group work; 40% lectures - 60 hours classes, 90 hours personal study

Requirements for participation:

None

Course language:

English

Type of exam:

Written exam

Requirements for credit point allocation:

Active participation in class and exam

Literature:

Solomon, Bamossy, Askegaard, Hogg (2016): Consumer Behavior – A European Perspective, Sixth Edition, Pearson, Harlow.

Course name: Communal Catering Services

Degree programme:
Nutrition & Home Economics (Bachelor)

Responsible Lecturer:
Prof. Dr. Ulrike Pfannes

Workload: 150 hours

Lecture hours per week: 4

ECTS Credits: 5

Course objectives:

Students will be able to...

- describe the mission statement of communal catering services
- evaluate the different specialized food systems like cook and serve, cook and chill etc.
- describe the different serving systems and to decide which are adequate for the respective setting
- describe equipment and decide the adequate technology based on the different demands
- know nutritional quality standards for guests in different institutions and can apply them
- develop and implement specific measures for sustainable and health-promoting food service
- check hygiene procedures based on legal requirements
- Implement quality assurance and improve continuously

Contents:

- The communal catering and food service market
- Specialized systems like cook and chill, cook and serve, cook and freeze, sous vide etc.
- Transport, storage, distribution and service of meals
- Sustainable and health-promoting menu planning
- Basic conditions of food supply in different institutions like kinder gardens, schools, nursing homes, canteens and hospitals.
- Specific nutritional standards for different target groups
- Food and Nutrition Action Plan of Europe and Germany – consequences for catering
- Quality- and hygiene management
- Nudging in the food service sector
- SDG's and sustainable nutrition in catering business

About didactics and workload distribution:

Presentations, working in small groups, discussions, visits to different institutions

Requirements for participation:

Basic knowledge of nutrition science

Course language:

English

Type of exam:

Written test – multiple choice

Requirements for credit point allocation:

Successfully passed written examination, participation in group work and presentations

Literature:

- BfR / BZfE (Hg.): Hygiene Rules in the Catering Sector, Berlin 2018
- DGE (Hg.): 13th DGE-Nutrition Report, summary, Bonn 2016
- Directorate –General for Health & Consumers (ed.): Strategy for Europe on nutrition, overweight and obesity related health issues, Implementation Report, Brussels 2010
- German Nutrition Society: DGE Quality Standard for School Meals, Bonn 2014
- Gregoire Mary B.: Foodservice Organizations, Boston 2017
- Koerber v. Karl / Hohler Hubert: The joy of Sustainable Eating, Stuttgart 2013
- Lassen;A.D., et.al.: Development and validation of a new simple health meal index for canteens, Public Health Nutrition 13 (10), p. 1559 – 1565
- Manson, Pamela / Manson Tim: Sustainable diets – how ecological nutrition can transform consumption and the food system, London 2017
- Monash University (ed.): Greening up our catering, Australia 2009
- School Food Trust (ed.) Secondary School meals. Eat better – Do better, London 2010
- Thaler, Richard / Sunstein, Cass: Nudge: Improving decisions about health, wealth and happiness, London 2009
- Tecklenburg, Ernestine / Arens-Azevêdo, Ulrike / Pfannes, Ulrike: Catering in nurseries (VeKiTa): nutritional situation, awareness and implementation of the specific German Nutrition Society's Quality Standard, Ernährungsumschau international, 2/2016, p. 48-55

Course Name: Food Marketing

Degree programme:
Nutrition & Home Economics (Bachelor)

Responsible Lecturer: Dr. Christoph Wegmann

Workload: 150 hours

Lecture hours per week: 4

ECTS Credits: 5

Course objectives:

- Comprehension of the food market.
- Students will get an insight into the development of integrated marketing concepts for food products.
- Students will gain knowledge in planning and in the implementation of marketing instruments for food products.
- Students will gain confidence in the assessment of the advantages and disadvantages of options regarding the use of marketing methods.

Contents:

- Specifics of the food industry
- Direct sales of food products
- Cooperative marketing in the food sector
- Retail marketing in the food sector
- Advertising for food products
- Branding and package design
- Customer loyalty and customer satisfaction

About didactics and workload distribution:

50% case studies; 50% lectures

Requirements for participation:

basic knowledge in marketing would be helpful

Course language:

English

Type of exam:

Written paper and presentation or written examination

Requirements for credit point allocation:

Active participation in class and case studies; incl. written short papers

Literature:

Case studies

Course Name: German Food and Culture

Degree programme:

Nutrition & Home Economics (Bachelor)

Responsible Lecturer: Lena Meyer/ Tarek Butt

Workload: 150 hours**Lecture hours per week:** 4**ECTS Credits:** 5**Course objectives:**

- The module contains a culinary journey throughout Germany.
- Students will find out about German favorite foods and beverages today and in the beginning of the last century.
- It will be reasoned in which way living and eating in Germany has changed and which international influence has taken place during the last 50 years.
- Students will prepare German traditional meals and will investigate the history of the recipes.

Contents:

- Development of consumer demand during the last century
- International Influences of eating behavior in Germany
- Development of Food production and processing
- Regional differences in German culture
- Preparing of typical German dishes
- History of the recipes German traditional meals
- Market overview, consumption, price comparisons

About didactics and workload distribution:

Scientific project

Requirements for participation:active participation in group work;
max. 20 participants**Course language:**

English

Type of exam:

75% presentation of project works / 25 % survey report

Requirements for credit point allocation:

Active participation in group work and lessons

Literature:

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Course Name: International Human Resource Management

Degree programme:

Nutrition & Home Economics (Bachelor)

Responsible Lecturer: Prof. Dr. Birgit K. Peters

Workload: 150 hours

Lecture hours per week: 4 (Blended Learning*)

ECTS Credits: 5

Course objectives:

The blended learning course "International Human Resource Management" includes five workshops. **Students who sign up for the course have to attend a minimum of four lessons to get the Examination credits.** The topics are about International Human Resource Management with the focus on Communication, Compensation and Benefits, Motivation, Leadership, Training and Development. We are going to look at the topics from different perspectives and countries.

Content:

- Strategic HRM / HRM strategies
- International Employee relations
- Basic Communication Skills
- Performance Management
- Motivation theories
- Basics of Leadership & Leadership Instruments
- Leadership Styles
- Training and Development
- Organizational behavior

About organization, didactics and workload distribution:

There are no regular weekly lectures. The course is a *blended learning course.

Course structure:

Workshop 1 – Self-study Phase and work package 1 – Workshop 2 – Self-study Phase and work package 2 – Workshop 3 – Self-study Phase and work package 3 – Workshop 4 – Self-study Phase 4 – Workshop 5

For each workshop, two or more teams will be asked to prepare a workshop, which they present to the total group. All work packages must be completed as a team in the individual groups.

Requirements for participation:

Students should have some prior knowledge of the field of human resource management.

Course language:

Type of exam:

Grading of each component of the course as described below.

English

Requirements for credit point allocation:

- attendance of four of the five workshops is mandatory
- successful completion of the three work packages (e.g. presentation, research poster, case study, video)
- work on a workshop as a team with presentation in the course

Main Literature:

- Ansoff, H. I.: Strategic Management, New York 1979
- Armstrong, M.: A Handbook of Human Resource Management Practice, 11th edition, London 2009
- Becker, M.: Personalentwicklung - Bg, Förderung u. Organisat. in Theorie u. Praxis, Stuttgart 2009
- Mintzberg, H.: The Rise and Fall of Strategic Planning, 1994
- Price, A.: Human Resource Management, Hampshire 2011
- Redman, T./Wilkinson, A.: Contemporary Human Resource Management, Harlow 2013
- Rosenstiel, L.v. (Hrsg.): Führung von Mitarbeitern, Stuttgart 2014

Course Name: Market Research

Degree programme:
Nutrition & Health (Bachelor)

Responsible Lecturer:
Prof. Dr. Stephan Meyerding

Workload: 150 hours

Lecture hours per week: 4

ECTS Credits: 5

Course objectives:

- To understand the function and uses of marketing research
- To learn the different types of marketing research firms and the industry structure
- To gain insights into marketing research by learning the steps in the marketing research process
- To understand the difference between the *problem* and the *research objective*
- To understand what research design is and why it is significant
- To learn how exploratory research design helps the researcher gain a feel for the problem by providing background information, suggesting hypotheses, and prioritizing research objectives
- To know the fundamental questions addressed by descriptive research and the different types of descriptive research
- To explain what is meant by causal research and to describe types of experimental research designs
- To understand the advantages and disadvantages of secondary data
- To understand basic differences between quantitative and qualitative research techniques
- To become knowledgeable about the details of different types of survey data collection methods, such as personal interviews, telephone interviews, and computer-administered interviews, including online surveys
- Understand basics of measurement people, places, and things
- Examine three scale formats commonly used
- To learn the dos and don'ts of question wording
- To become familiar with sample design terminology
- To be able to develop a sample plan
- To become acquainted with data quality errors and how to handle them
- To appreciate the five basic types of statistical analysis used in marketing research
- To learn how to obtain descriptive statistics with SPSS
- To be able to test the differences between two percentages or means for two independent groups
- To learn how to obtain and interpret cross-tabulations, Chi-square findings, and correlations with SPSS
- To learn how to obtain and interpret multiple regression analysis with SPSS
- To learn the basic guidelines for writing effective marketing research reports

Contents:

1. Introduction to Marketing Research
2. The Marketing Research Industry
3. The Marketing Research Process and Defining the Problem and Research Objectives
4. Research Design
5. Secondary Data and Packaged Information
6. Qualitative Research Techniques
7. Evaluating Survey Data Collection Methods
8. Understanding Measurement, Developing Questions, and Designing the Questionnaire
9. Selecting the Sample
10. Determining the Size of a Sample
11. Dealing with Field Work and Data Quality Issues
12. Using Descriptive Analysis, Performing Population Estimates and Testing Hypothesis
13. Implementing Basic Differences Tests
14. Making Use of Associations Tests
15. Understanding Regression Analysis Basics
16. The Research Report

About didactics and workload distribution:

60% problem-based learning and group work; 40% lectures - 60 hours classes, 90 hours personal study

Requirements for participation:

None

Course language:

English

Type of exam:

Written exam

Requirements for credit point allocation:

Active participation in class and exam

Literature:

- Burns, Bush (2014): Marketing Research, International Edition, Seventh Edition, Pearson, Boston.
- Meyerding, Merz (2018): Consumer preferences for organic labels in Germany using the example of apples – Combining choice-based conjoint analysis and eye-tracking measurements, Journal of Cleaner Production, Vol. 181 (2018), pp. 772-783. DOI: 10.1016/j.jclepro.2018.01.235
- Meyerding, Risius (2018): Reading minds: Mobile functional near-infrared spectroscopy (fNIRS) as a new neuroimage method for economic and marketing research – A feasibility study, Journal of
- Neuroscience, Psychology, and Economics, Vol. 11 (4), pp. 197-212. DOI: 10.1037/npe0000090

Course Name: Project Management

Degree programme:

Nutrition & Home Economics (Bachelor)

Responsible Lecturer: Prof. Dr. C. Wegmann

Workload: 150 hours**Lecture hours per week:** 4**ECTS Credits:** 5**Course objectives:**

- To plan separate projects and to apply the instruments of the project management
- To work as a project manager in a small up to middle-sized projects
- To work client orientated in projects
- To recognise critical situations in the project management

Contents:

- Definition of project aims and scope
 - Context analysis
 - Project workflow planning with critical path method
 - Resource and cost planning
- Project organisation
Project controlling
Roles and responsibilities
Leadership and conflicts
Use of project management software (MS Project)

About didactics and workload distribution:

- Teaching and discussions (50%),
- Group work (case studies), student presentations (50%)

Requirements for participation:

none

Course language:

English

Type of exam:

- written examination *or*
- presentation, written summary, three learning diaries

Requirements for credit point allocation:successful completion of written exam at the end of the semester *or* presentation and written paper and three learning diaries**Literature:**

- Portney, S.E. (2007): Project Management for Dummies, 2nd ed., ISBN-10: 0470049235.
- Robert, P. (2007): A guide to project management, The Economist (ed.), Profile Books Ltd., ISBN: 978 1 86197 822 6.

Course Name: Public Health Project: Intercultural competencies & intelligence		
Degree programme: Health Science (Bachelor)		Responsible Lecturers: Wiebke Bendt & external lecturer
Workload: 150	Lecture Hours per week: 4	ECTS Credits: 5
<p>Course objectives:</p> <p>The objective of the course is to acquire the conceptual understanding and hands-on skills required to respond to the challenges of interactions in multicultural contexts, from a public health perspective.</p> <p>Upon successful completion of the module, students will be able</p> <ul style="list-style-type: none"> - To distinguish between different approaches to culture. - To become aware of their participation in intercultural exchange and the influence of their own culture. - To apply tools that facilitates intercultural communication and relation. - Understand the interaction of social determinants, esp. culture, on the health and well-being. - To design a persuasive project proposal and to present it to potential stakeholders. 		
<p>Contents:</p> <ul style="list-style-type: none"> - Theories of culture and intercultural communication - Model of intercultural learning - Reflection on cultural attitudes and belief - Project management in work with interdisciplinary and multi-cultural teams - The relevance of culture for health and well-being for individuals and communities 		
<p>About didactics and workload distribution:</p> <ul style="list-style-type: none"> - Project work, problem-based learning and student presentations - 72 contact hours, 78 hours home and fieldwork 		
<p>Requirements for participation:</p> <p>-</p>		<p>Course language:</p> <p>English</p>
<p>Type of exam:</p> <p>Student presentations; developing and presenting a project proposal</p>		
<p>Requirements for credit point allocation:</p> <p>Active participation in the self-reflection process and collaboration with students from other regions and cultures; acknowledgement and respect of differences in the participants regarding gender, culture and region; working and researching autonomously and in teams and use different media for result presentations.</p>		
<p>Literature:</p> <ul style="list-style-type: none"> • Papadopoulos I, Tilki M and Taylor G. Transcultural Care: A guide for Health Care Professionals. Quay Books. Wilts. 1998. • Schulz von Thun F: "Let's talk!" 1. Problems and Solutions: A general Psychology of Communication. Deardorff DK, ed. The Sage Handbook of Intercultural Competence. Sage, California, 2009. • Savicki V, ed. Developing Intercultural Competence and Transformation - Theory, Research and Application in International Education. Stylus Publishing, Virginia, 2008. • Straub J, Weidemann A, Weidemann D, Hrsg. Handbuch interkulturelle Kommunikation und Kompetenz. Grundbegriffe – Theorien – Anwendungsfelder. Verlag JB Metzler, Stuttgart + Weimar, 2007. • Roth J, Köck C, Hrsg. Culture communication skills. Bayrischer Volkshochschulverband. München 2004. 		

Course Name: Scientific Ergonomics with Lab

Degree programme:
Health Sciences (Bachelor)

Responsible Lecturer: Jamal Choudry / Prof. Dr. Klussmann

Workload: 150 hours

Lecture hours per week: 4

ECTS Credits: 5

Course objectives:

- Students gain scientific expertise through a combination of theoretical and practical knowledge
- Students acquire general competence by combining expertise on the systems Human – Health – Work

Contents:

- 9 experiments: workplace evaluation, work organization, electrocardiogram, electromyography, ergospirometry, lifting and carrying of loads, working surrounding (noise, climate, lighting), bioelectrical impedance analysis, occupational skin protection
- Ergonomic project
- Scientific work

About didactics and workload distribution:

- Students conduct 9 experiments in our laboratory
- Students choose a scientific project related to the ergonomics and work on it in a seminar

Requirements for participation:

Basic knowledge of scientific work

Course language:

English

Type of exam:

Written examination

Requirements for credit point allocation:

- Participation in group work
- Participation in lab work

Literature:

- Experiment instructions
- Specific literature according to the project

Course Name: Sensory Analysis		
Degree programme: Nutrition & Home Economics (Bachelor)		Responsible Lecturer: Prof. Dr. Andrea Bauer
Work load: 150 hours	Lecture hours per week: 4	ECTS Credits: 5
Course objectives: <ul style="list-style-type: none"> • Students will be able to select and train panellists for sensory evaluation and monitor panel performance. • Students will be familiar with the planning, and the execution of sensory tests, both with and without having hard- and software for sensory evaluation at hand. This includes the selection of appropriate sensory methods, the statistical analysis of the data, and the interpretation and communication of the results. 		
Contents: <ul style="list-style-type: none"> • Introduction to sensory perception (physiology) • Panellist selection and training, screening tests; threshold testing, testing colour and texture perception of panellists, perception of aroma qualities • Setting up a sensory laboratory • Descriptive methods • Discrimination tests • Hedonic / affective tests • Sensory methods for application in quality management • Statistical methods for data analysis, interpretation of the results • Introduction to software for sensory data collection and data analysis • Documentation of sensory tests 		
About didactics and workload distribution: The workload comprises 60 hours of lecturing and 90 hours of independent study. During the lectures the theoretical background is provided, and students conduct sensory tests with a wide array of food products. The data collected during these tests are statistically analysed and interpreted in an interactive, easy-to-follow way.		
Requirements for participation: Participants should ideally have some basic knowledge in statistics		Course language: English
Type of exam: <ul style="list-style-type: none"> • Written exam at the end of the course • Participants need to write 2 short reports (not marked) on sensory tests of their choice and design a short FIZZ-session (not marked) for sensory testing throughout the course 		
Requirements for credit point allocation: Compulsory attendance of lectures and classes and successful completion of the exam		
Literature: <ul style="list-style-type: none"> • Lawless, H. T. and H. Heymann (2010). <i>Sensory Evaluation of Food: Principles and Practices</i>. Heidelberg, Springer. • Stone, H., R. Bleibaum, et al. (2012). <i>Sensory Evaluation Practices</i>. London, Academic Press. • Meilgaard, M. C., G. V. Civille, et al., Eds. (2007). <i>Sensory Evaluation Techniques</i>. Boca Raton, CRC Press. • O'Mahony, M. (1986). <i>Sensory Evaluation of Food: Statistical Methods and Procedures</i>. New York, Marcel Dekker. 		

Course Name: Sports NutritionDegree programme:
BachelorResponsible Lecturer: Prof. Dr. Anja Carlsohn
Additional Lecturer: Prof. Dr. Sibylle Adam**Workload:** 150 hours**Lecture hours per week:** 4**ECTS Credits:** 5**Course objectives:**

The course aims to empower students to gather evidence-based information and recommendations regarding physical activity, nutrition and sports nutrition. Students will be able to identify exercise-related special needs and requirements in athletes as well as to provide evidence-based nutritional counselling to the given target group (i.e. physically active subjects of different age groups, recreational and competitive athletes, elite athletes). Students will be aware of diet-related health risks in athletes and able to identify athletes at risk as well as to develop strategies for prevention of these health risks.

Contents:

- Physical activity recommendations and definitions of “athletes”
- Methods in sports nutrition (e.g. measurement of energy requirements, assessment of energy availability and body composition, assessment of hydration status)
- Diet-related health risks in athletes and tool to screen or identify athletes at risks (e.g. RED-S and/or female athlete triad, exercise-induced hyponatremia, dehydration, iron deficiency, gastrointestinal distress, eating disorders)
- Evidence-based recommendations and practical solutions for recreational and elite competitive athletes in endurance sports, power sports, team sports, weight class and weight sensitive sports
- Recent controversies and research approaches in sports nutrition (e.g. vegan diets, ketogenic diets, techniques for low glycogen training, intermitted fasting, mouth rinsing and carboloading techniques, cooling strategies)
- Application of different methods and screening tools in sports nutrition including the development of individualized evidence-based dietary recommendations or recommendations for the catering in mass sports events

About didactics and workload distribution:

The course will combine lectures and workshops including developing practical skills. Respective guest lecturers will be invited. Total workload will approximate 150 hours, with 78 hours independent study.

Requirements for participation:

- basics in human nutrition or equivalent course
- physiology or equivalent course
- scientific working or equivalent course

Course language:

English

Type of exam:

Written exam or report

Requirements for credit point allocation:

Passing the workshop tasks and exam/report

Literature:

- Burke L. and Deakin V. Clinical Sports Nutrition, McGraw-Hill Education Ltd. ISBN-13: 978-1743073681.
- Burke L. Practical Sports Nutrition. Human Kinetics. ISBN-13: 978-0736046954
- Maughan RJ and Gleeson M. The Biochemical Basis of Sports Performance. ISBN-13: 978-0199208289 Jeukendrup A. From Lab to kitchen. Meyer & Meyer Sport. ISBN-13: 978-1841262963.
- Recent peer-reviewed articles and position statements regarding sports nutrition (German Nutrition Society, American College of Sports Medicine, International Olympic Committee)

Course Name: Academic English (for non-native speakers)

Degree programmes:

Health Science (Bachelor) & Nutrition & Home Economics (Bachelor)

Responsible Lecturer: Anke Böttcher (MA)

Workload: 150 hours**Lecture hours per week:** 4**ECTS Credits:** 5**Course objectives:**

- Study skills for academic studies, esp. presenting, discussing and negotiating, and writing, i.e. descriptions, reports, summaries, letter conventions and applications.
- Mind-mapping and vocabulary learning strategies with a focus on health and nutrition as well as scientific language, esp. for the kitchen and chemical laboratory, mathematics and statistics, negotiations, and presentations.
- Grammar revision focusing on the use in science based on handouts.

Contents:

Academic English focuses on the skills needed for academic studies, especially presenting, discussing and writing, such as reports and summaries, talks (presentations). More job-related writing, such as letters, applications and negotiations, will also shortly be dealt with. Vocabulary learning strategies for food and health-related vocabulary and the basic vocabulary needed to deal with mathematics and statistics, to negotiate or present successfully will be another main focus of the course, apart from a revision of grammar with particular reference of its use in academic writing.

About didactics and workload distribution:

There will be possibilities to use English as discussion language in class paired with some structured input on vocabulary and a revision of some essential grammar. Reading texts are short. Presentation structure and vocabulary as well as vocabulary learning strategies are also topics dealt with. Regular participation is advisable but not mandatory.

Requirements for participation:

Intermediate to upper intermediate level of English

Course language:

English

Type of exam:

Presentation including short summary

Requirements for credit point allocation:

Minimum 4.0 in the exam

Literature:

The following will be used in class alongside others:

- Oxford Advanced Learner's Dictionary/Longman Dictionary of Contemporary English David Kerridge: Presenting Facts and Figures, Longman, 1988
- Mark Ellis, Nina O'Driscoll: giving Presentations, Longman, 1992
- Raymond Murphy: English Grammar in Use; intermediate and advanced, 3rd ed. CUP 2010 Jenny Mawer: Business Games, LTP Hove 1992