



Universitat de Lleida

DEGREE CURRICULUM  
**ENGLISH FOR BUSINESS I**

Academic year 2013-14

## Subject's general information

<b>Subject name</b>	ENGLISH FOR BUSINESS I
<b>Code</b>	101304
<b>Semester</b>	1r Q Avaluació Continuada
<b>Typology</b>	Troncal
<b>ECTS credits</b>	6
<b>Theoretical credits</b>	0
<b>Practical credits</b>	0
<b>Department</b>	Anglès i Lingüística
<b>Important information on data processing</b>	Consult <a href="#">this link</a> for more information.
<b>Language</b>	English
<b>Distribution of credits</b>	Guzmán Mancho Barés 9 Montserrat Vives Malet 3 Emma Dominguez Rue 6 Yolanda Ribes Guerrero 9 Grahame James Evans Dagger 6

Guzmán Mancho Barés  
Montserrat Vives Malet  
Emma Dominguez Rue  
Yolanda Ribes Guerrero  
Grahame James Evans Dagger

## Subject's extra information

Suggestions

It is recommended that students should have achieved an A2 level in English language under the European Language Frame of Reference.

The course as part of the academic plan

The idea is that pupils should practice their oral and written skills applied to General English and Business English during the quadrimester.

## Learning objectives

See competences

## Competences

### University of Lleida strategic competences

- Correctness in oral and written language.

Goals

- To selection appropriate stylistic options.
- To structure a text properly depending on its communicative purpose.
- Without Translate - Organitzar adequadament un text segons el seu propòsit comunicatiu
- Without Translate - Utilitzar connectors discursius i marcadors de cohesió per estructurat un text oral i escrit

- Master Information and Communication Technologies.

Goals

- To carry out oral and written comprehension activities using online material.

- Master a foreign language.

Goals

- To apply different reading comprehension techniques to texts on business and economics.
- To apply different listening comprehension techniques to texts on business and economics.
- To recognise and use basic vocabulary in the business management sphere.
- Without Translate - Seleccionar les opcions estilístiques adequades
- Without Translate - Fer una presentació oral amb suport visual
- Without Translate - Utilitzar marcadors de cohesió per estructurar un text oral o escrit

## Degree-transversal competences

- Ability to criticise and be self-critical.

### Goals

- To improve the written/oral production of fellow students.

- Teamwork and leadership.

### Goals

- To produce activities following a collaborative learning methodology.

- Be able to work and to learn in an autonomous way and simultaneously adequately interact with others, through cooperation and collaboration.

### Goals

- Without Translate - Consolidar temes gramaticals proposats al programa de cada unitat

- Ability to analyse and synthesise.

### Goals

- To analyse trends based on figures and graphs.
- Without Translate - Seleccionar les opcions estilístiques adequades

## Subject contents

(1) Company organization: economic sectors, structures and profiles; describing company jobs and responsibilities; presenting companies

(2) Letter correspondence and e-mails

(3) Economics, ecology and ethics. News

## Bibliography

### Recommended bibliography

### Compulsory bibliography

- Tullis,G & T. Trappe (2008) *New Insights into Business: Students' Book*. 6th impression. Harlow: Longman.
- The reference for the book to be read during the semester will be given when classes start.

### Additional bibliography

- Ashley, A. (2003) *Oxford Handbook of Commercial Correspondence*. New edition. Oxford: Oxford University Press.

- Bowen, T. (1997) *Build Your Business Grammar*. London: Heinle.
- Duckworth, M. (2003) *Business Grammar and Practice*. New edition. Oxford: Oxford University Press.
- Mascull, B. (2008) *Business Vocabulary in Use. Intermediate*. 11th printing. Cambridge: Oxford: Oxford University Press.
- Wyatt, R. (2007) *Check your English Vocabulary*. 4th ed. A & C Black: London.

## **Bilingual and monolingual Business English dictionaries**

- Alcaraz, E. & B. Hughes (1996) *Diccionario de términos económicos, financieros y comerciales. Inglés-Español, Spanish-English*. Ariel: Barcelona
- Longman Business English Dictionary (2007) 2nd edition. Longman: Harlow, England.
- López, S. & D. Watt (2002) *Diccionario Oxford Business. Español-Inglés. Inglés-Español*. Oxford: Oxford University Press.
- *Oxford Learner's Pocket Dictionary. Dictionary of Business English* (2006) Oxford: Oxford University Press.
- Web Finance Inc. (2007-10) *Business Dictionary.com*. See: <http://www.businessdictionary.com>

## **General English Grammars and Vocabulary Books**

- Redman, S. (1997) *English Vocabulary in Use: Pre-intermediate & Intermediate*. Cambridge: Oxford University Press.
- Swan, M. (2005) *Practical English Usage*. Oxford: Oxford University Press.
- Swan, M. *et al.* (1997) *How English Works: A Grammar Practice Book*. Oxford: Oxford University Press.

## **Websites on Business English**

- Business English Pod Ltd. (2006-10) *Business English Pod: The Business English Podcast for Online ESL Work place English Training*. See <http://www.businessenglishpod.com>
- Business English Pod Ltd. (2010) *English Vocabulary for Business: Video Vocab*. See: <http://www.videovocab.tv/>
- Vinet, D. (Bordeaux U. France) (n.y) *Principles of Economics*. See: <http://langues.u-bordeaux4.fr/ANGLAIS/DIAECONOMICS/ECO1/speechi.html>