



## DEGREE CURRICULUM

# ENGLISH FOR BUSINESS I

Coordination: MANCHO BARÉS, GUZMAN

Academic year 2017-18

## Subject's general information

<b>Subject name</b>	ENGLISH FOR BUSINESS I			
<b>Code</b>	101304			
<b>Semester</b>	1st Q(SEMESTER) CONTINUED EVALUATION			
<b>Typology</b>	Degree	Course	Typology	Modality
	Bachelor's Degree in Business Administration and Management	1	COMMON	Attendance-based
<b>ECTS credits</b>	6			
<b>Groups</b>	4GG			
<b>Theoretical credits</b>	0			
<b>Practical credits</b>	0			
<b>Coordination</b>	MANCHO BARÉS, GUZMAN			
<b>Department</b>	ANGLES 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>	Patricia Jiménez Kamran Kan Guzman Mancho Mariona Sabaté Montse Vives (Docència Repetida)			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
JIMENEZ CORTIELLA, PATRICIA	patricia.jimenez@udl.cat	6	
KHAN , KAMRAN	kamrankhan@dal.udl.cat	6	
MANCHO BARÉS, GUZMAN	gmancho@dal.udl.cat	6	
SABATE CARROVE, MARIA	msabate@dal.udl.cat	6	

## Subject's extra information

Students are recommended to have reached an A2 level of English according to the Common European Framework of Reference for Languages. It is intended that students acquire and consolidate a B1 level throughout the academic year by taking courses Business English I and II.

The assessment of the subject follows a continuous assessment. This means that the final mark is the sum of the partial marks. In the case that a student failed more than two assessment activities, the subject will be failed (a fail means that the mark is less than <4>). However, those students who only take the first two assessment activities (being passed or failed) will obtain a NO PRESENTAT grade. The average mark to pass the course must be 5 or more (out of 10).

Students can be assessed according to the AVALUACIÓ ÚNICA call, under current regulation, provided they can have taken any of the test.

This course enables students to practice oral and written skills, terminology and textual genres related to oral and written Business English semester.

During the year 2017-18, this course hosts the program DOCÈNCIA REPETIDA. This means that those students enrolled during the year 2017-18 in the subject of Business English 1 and who have failed the subject may enroll in the course again (after payment of the fees). This will entitle them to be examined again and to pass the course within the academic year. The group will only offer 40 places and the list of students who can enroll will have to comply the following requisites:

(1) Students who have already enrolled in the subject in previous years (regardless of the final grade ) and have failed the subject of Business Inglés in the academic year 2017-18 with a mark between 4 and 4.9. If the number of this type of students exceeds 40 places access will be given to those students whose mark is closer to 5, being followed by those marks organized in a reverse order.

(2) new students to the subject who have failed the subject with a mark between 4 and 4.9. The number of places left by type-(1) students will be covered with new students to the subject and who have failed the course with a score between 4 and 4.9. Priority will be given to those students whose mark is closer to 5; the list will be compiled with the marks in reverse order.

In both cases, if you obtain a lower mark than 4 or a NO PRESENTAT you do not have the possibility of enrolling again in the course.

Students enrolled in this group are committed to compulsorily attend 80% of classes. Non-attending 80% of the classes implies failing the subject.

The assessment is organized in the same way as in the 1st semester (same types activities, similar percentage distribution, which will be announced at the beginning of the semester).

## Learning objectives

1. To select appropriate stylistic options
2. To structure written and oral texts properly depending on its communicative purpose (oral presentations, emailing)
3. To carry out oral and written comprehension activities using online material

4. To apply different reading comprehension techniques to texts on business and economics (to grasp the main ideas, to practise vocabulary)
5. To apply different listening comprehension techniques to texts on business and economics (to transfer information, to comprehend the main ideas, to practise vocabulary)
6. To recognise and use basic vocabulary related to business management
7. To improve the written/oral production of fellow students (wiki text)
8. To produce activities following a collaborative learning methodology (wiki text)
9. Revise grammar points autonomously
10. To analyse trends based on figures and graphs

## Competences

COMPETENCES	LEARNING OBJECTIVES
Show correctness in oral and written language	To selection appropriate stylistic options.
	To structure a text properly depending on its communicative purpose
Have competence in information and communication technologies	To carry out oral and written comprehension activities using online material
Have competence in a foreign language	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 related to business management
Ability to criticise and be self-critical	To improve the written/oral production of fellow students
Teamwork and leadership	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	Revise grammar points autonomously
Ability to analyse and synthesise	To analyse trends based on figures and graphs

## Subject contents

- Cultures (weeks 1-4)
- Corporate organization (weeks 5-8)
- International business ethics (weeks 10-16)

## Methodology

This course has a workload of 6 ECTS, equivalent to 150 working hours.

These hours are of two types:

- Classes: for a total of 60 hours. The methodology used is based on the premise that the student is the center of the learning process. Through an active methodology, teachers guide students to acquire skills needed to become an apprentice to achieve effective English language within the business and economics.
- Autonomous learning: for a total of 90 hours, students will conduct learning autonomous activities.

## Development plan

Weeks 1-4: Cultures

- Business topics: culture in business, intercultural issues
- Business skills: small talk, introducing others, culture briefing

Weeks 5-8: Corporate organization

- Business topics: company departments, jobs and functions
- Language focus: numbers, describing a graph
- Business skills: company profiling, understanding an organigram, describing trends

Week 9: Reading comprehension test

Weeks 10-16: International business ethics

- Business topics: code of ethics, wrongdoings, environmental impact
- Business skills: report/emailing, business oral presentations

## Evaluation

The assessment of the subject follows a continuous assessment. This means that the final mark is the sum of the partial marks. In the case that a student failed three assessment activities, the subject will be failed (a fail means that the mark is less than <4>). However, those students who only take the first two assessment activities (being passed or failed) will obtain a NO PRESENTAT grade. The average mark to pass the course must be 5 or more (out of 10).

Week	Assessment activity	Individual / Grupal	Percentage
week 8	General comprehension test	Individual	15%
week 9	Reading Comprehension Test	Individual	15%
week 14-15	Oral Presentation	Individual	20%
weeks 16	Writing test	Individual	20%
week 17-18	Test on technical vocabulary, grammar and listening/reading	Individual	20%
Along the semester	Active participation on SAKAI and in the class sessions	Individual	10%

## Bibliography

### Obligatory bibliography

- Cotton, D. et al. (2010) *Market Leader: Business English Course Book*. Intermediate level. Harlow, Essex: Pearson, Longman.
- Stuart, S. (2008) *Recycling*. Oxford: OUP.
- Dossier of the subject (to be purchased from the Photocopy Desk)

### Secondary bibliography

- McCarthy, M. et al. (2009) *Grammar for Business*. Cambridge: Cambridge University Press.
- Mascull, B. (2008) *Business Vocabulary in Use. Intermediate*. 11th printing. Cambridge: Oxford: Oxford University Press.
- Rogers, J. (2010) *MarketLeader: Business English Practice File*. Intermediate level. Harlow, Essex: Pearson, Longman.
- Strutt, P. (2010) *MarketLeader: Business Grammar and Usage*. Harlow, Essex: Pearson, Longman.
- Strutt, P. (2010) *MarketLeader: Essential Business Grammar and Usage*. Harlow, Essex: Pearson, Longman.

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

- 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.
- *OxfordLearner's Pocket Dictionary. Dictionary of Business English* (2006) Oxford:Oxford University Press.
- WebFinance Inc. (2007-10) *BusinessDictionary.com*. See: <http://www.businessdictionary.com>

## **Grammar of General English and Vocabulary books**

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