



DEGREE CURRICULUM

ENGLISH FOR BUSINESS I

Coordination: MANCHO BARÉS, GUZMAN

Academic year 2018-19

Subject's general information

Subject name	ENGLISH FOR BUSINESS I			
Code	101304			
Semester	1st Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Bachelor's Degree in Business Administration and Management	1	COMMON	Attendance-based
Course number of credits (ECTS)	6			
Type of activity, credits, and groups	Activity type	PRAULA	TEORIA	
	Number of credits	3	3	
	Number of groups	4	4	
Coordination	MANCHO BARÉS, GUZMAN			
Department	ENGLISH AND LINGUISTICS			
Important information on data processing	Consult this link for more information.			
Language	English			
Distribution of credits	Agnès Guardiola Àngels Llanes Guzman Mancho Mariona Sabaté Pilar Brufau (Docència Repetida) Thais Mena			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
GUARDIOLA PASTOR, MARÍA INÉS	aguardiola@dal.udl.cat	3	
LLANES BARÓ, MARIA ÀNGELS	allanes@dal.udl.cat	3	
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Subject's extra information

This subject aims to contribute to the development of the communicative competence in English of the students (B1 level of the Common European Framework of Reference for Languages). Students will be able to understand and produce specialized texts, both oral and written, related to Business English.

On the evaluation: If the student only takes one of the tests, s/he will obtain a NO PRESENTAT grade. If the student takes two tests or more, s/he will follow the continuous evaluation process. To pass the subject, it is mandatory to take the 4 tests, and the average grade must be <5> or higher than <5>. In case the student only takes two or three tests and the average grade of the tests taken is <5> or higher than <5>, the final grade will be FAIL <4>; if the average grade of the tests taken is less than <5>, the final grade will be the average grade obtained.

According to art. 3.1 of the UdL assessment regulations, the student can not use, in any case, during the process of taking any assessed activity, means not allowed or fraudulent mechanisms. The student who uses any fraudulent means related to the test and / or carry electronic devices not allowed, will have to leave the test, and will be subject to the consequences provided in this regulation or in any other internal regulations of the UdL. Any activity that includes evidence of plagiarism or fraudulent action will be qualified with a zero. If such practice is repeated, the student would obtain the final qualification of SUSPENS (0) in the final "acta" of the subject.

In the event that a student documentally proves his/her inability to attend scheduled activities within the continuous assessment (because of having full-time contract, a second or subsequent enrolment in the subject, or according to the cases listed in the center's regulations), he/she may opt for a "AVALUACIÓ CONTINUADA" to validate the competences and knowledge of Business English 1. This type of assessment will be carried out on the day and in the schedule established in the calendar of evaluation of the degree for the final test of the ordinary evaluation. This test will consist of the following questions: vocabulary, use of English, oral comprehension and reading comprehension, speaking and professional writing. Given that the test is equivalent to 100% of the total assessment, students will be entitled to a RECUPERACIÓ on a day / time that will be announced (will be organized during the 19th week of the semester). The request for this assessment modality must be carried out before October 5, 2018 with documentary accreditation and, once done, it can not be modified. On the website of the Faculty is the document that must fill in by the students and deliver to the professor responsible for the subject via email: <http://www.fdet.udl.cat/export/sites/Fdet/ca/galleries/Documents/Secretaria-documents/Sollicitud-davaluacio-alternativa.pdf>

During the year 2018-19, this course hosts the program DOCÈNCIA REPETIDA. This means that those students enrolled during the year 2018-19 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 English in the academic year 2018-19 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 a student obtains a mark less than 3 or NO PRESENTAT, he/she is not entitled to register in the DOCÈNCIA REPETIDA group. 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 several reading comprehension techniques to texts on business and economics (to grasp the main ideas, to practise vocabulary)
5. To apply several 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)
- Leadership and Human Resources (weeks 10-15)

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

Weeks 10-16: Leadership and Human Resources

- Business topics: Leadership qualities, employing the right applicants, finding a job
- Business skills: writing a covering letter of a CV, business oral presentations

Evaluation

Week	Assessment activity	Individual / Grupal	Percentage
9	Test on reading comprehension, technical vocabulary and grammar	Individual	25%
17	Writing test	Individual	25%
17	Test on reading comprehension, listening comprehension technical vocabulary and grammar	Individual	25%
18	Speaking	Individual	25%

Bibliography

Obligatory bibliography

- Cotton, D. et al. (2010) *Market Leader: Business English Course Book*. Intermediate level. Harlow, Essex: Pearson, Longman.
- Dossier of the subject (to be purchased from the Photocopy Desk)
- Grussendorf, M. (2011) *English for Presentations*. Oxford: OUP.

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: 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.