



## DEGREE CURRICULUM

# ENGLISH FOR BUSINESS I

Coordination: MANCHO BARÉS, GUZMAN

Academic year 2020-21

## 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
	Grau en Administració i Direcció d'Empreses - Igualada	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	5	5	
Coordination	MANCHO BARÉS, GUZMAN			
Department	ENGLISH AND LINGUISTICS			
Important information on data processing	Consult <a href="#">this link</a> for more information.			
Language	English			
Distribution of credits	Federico Borges Agnès Guardiola (Docència Repetida) Guzman Mancho Thaïs Mena Diana Rodríguez Maria Sabaté Carrové Maria Sabaté Dalmau (Campus Igualada)			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
BORGES SAIZ, FEDERICO	federico.borges@udl.cat	3	
MANCHO BARÉS, GUZMAN	guzman.mancho@udl.cat	6	
MENA ORDUÑA, THAIS	thais.mena@udl.cat	6	
RODRÍGUEZ BONET, DIANA	diana.rodriquez@udl.cat	6	
SABATE CARROVE, MARIA	mariona.sabate@udl.cat	3	
SABATÉ DALMAU, MARIA	maria.sabate@udl.cat	6	

## Subject's extra information

This subject aims to contribute to the development of the communicative competence in English of the students at a 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.

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 ALTERNATIVA" to validate the competences and knowledge of Business English 1. This test will consist of three parts: part (1) containing questions related to technical vocabulary, oral comprehension and reading comprehension (50% of the final grade), part (2) consists in an oral presentation (25% of the final grade), part (3) assesses professional writing (25% of the final grade). Part (1) of this 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. Parts (2) and (3) will be scheduled for Monday/Tuesday of week 18 of the semester. 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 the established deadline (end of week 7 of the semestre) 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 2020-21, this course hosts the program DOCÈNCIA REPETIDA. This means that those students enrolled during the year 2020-21 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 2019-20 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).

## Information on data protection in the audiovisual register in the subject English for Business I

In accordance with current regulations on the protection of personal data, we inform you that:

- The organisation responsible for the recording and use of the image and voice is the University of Lleida - UdL (contact details of the representative: General Secretariat. Plaza Víctor Siurana, 1, 25003 Lleida; sg@udl.cat; contact details of the data protection officer: dpd@udl.cat).
- The recorded images and voices shall be used exclusively for teaching purposes.
- The recorded images and voices shall be saved and preserved until the end of the current academic year, and shall be destroyed in accordance with the terms and conditions specified in the regulations on the preservation and disposal of administrative documents of the UdL, and the documentary evaluation tables approved by the Generalitat de Catalunya (<http://www.udl.cat/ca/serveis/arxiu/>).
- The voices and images are considered necessary to teach this subject, and teaching is a right and a duty of the teaching staff of the Universities, which they must exercise under academic freedom, as provided for in article 33.2 of the Organic Law of Universities (Ley Orgánica de Universidades) 6/2001, of December 21. For this reason, the UdL does not need the consent of the students to register their voices and images with the sole and exclusive purpose of teaching in this particular subject.
- The UdL shall not transfer the data to third parties, except in the cases strictly provided for by the Law.
- The student can access their data; request correction, deletion or portability; object to its processing and request its limitation, as long as it is compatible with the purposes of teaching, by writing to dpd@udl.cat. You can also submit a complaint to the Catalan Data Protection Authority, via a mail to its website (<https://seu.apd.cat>) or other non-electronic means.

**\*We remind you that the recordings and other contents of the CV are protected by the intellectual and industrial property rights of the University of Lleida, in accordance with the clause included in the "Legal notice", visible on all websites, owned by the UdL\***

## Learning objectives

1. To select appropriate stylistic options
2. To structure written and oral texts properly depending on its communicative purpose (covering letter, oral presentation profiling a company)
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 produce activities following a collaborative learning methodology
8. To revise grammar points autonomously
9. 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

- Corporate culture (weeks 2-4)
- Human resources (weeks 5-8)
- Corporate organization (weeks 10-15)

## Methodology

This subject bears a workload of 6 ECTS credits for the student, which amounts to 150 hours of workload..

This subject will be taught entirely face-to-face on both campuses: Igualada and Lleida. The total number of contact hours is 60 hours.

Apart from these 60 hours, students will have access to a list of online activities which they can practise during the autonomously learning process, amounting to 90 hours of workload.

## Development plan

Weeks 2-4: Corporate culture

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

Weeks 5-8: Human resources

- Business topics: women at work, finding a job
- Business skills: cover letter of a CV

Weeks 10-15: Corporate organization

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

## Evaluation

Week	Assessment activity / Test	Individual / Grupal	Percentage
9	(1) Writing test	Individual	25%
17	(2) Test on technical vocabulary, reading comprehension and/or listening comprehension	Individual	25%
17	(3) Test on grammar	Individual	10%
18	(4) Oral presentation	Individual	25%
Over the semester	(5) Collection of writings in class	Individual	15%

- The assessment of the subject is continuous assessment. This means that the final grade will result from the sum of the partial

grades of the assessed activities. The average mark to pass the subject must be 5 or higher. Students must take the assessment activities (1), (2), (3) and (4). In the event that a student does not take all these four assessment activities, s/he will fail the subject. If the resulting mark is 5 or higher, his/her mark in the academic transcript will be FAIL 4. If the resulting mark is less than 5, s/he will have such a mark (FAIL) in his/her academic transcript. The student just taking 50% of the (1)-(4) assessment activities will have a NO PRESENTAT as a final grade in his/her academic transcript.

- In the event that students do not write any of the writings in class (Assessment activity, 5), they will be asked to go to their teacher's office to write a text similar to the ones written in class.
- In the event that students take the WRITING test online, and the difference of the marks between the WRITING test and the ORAL PRESENTATION is 2.5 points higher (or more), students will have to take the WRITING test again on-site (at the UdL premises) or online with a recording camera showing his/her face all the time.
  - The mark of the WRITING test will be the mark obtained in the second (face-to-face or recorded) time taken.
  - In the event that the difference between the mark of the WRITING test taken the second time and the first time is 2.5 points or higher, the mark for the WRITING test and for (5) Collection.. will be <0> each.
- In the event that students take the TEST (2) and TEST (3) online, and the average mark of TEST (2) and TEST (3) is 3 points higher (or more) than the average mark of the WRITING test and the ORAL PRESENTATION, students will have to take the TEST (2) and TEST (3) again on-site (at the UdL premises) or online with a recording camera showing his/her face all the time.
  - The marks of the TEST (2) and TEST (3) will be the marks obtained the second time taken.
- 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 academic transcript of the subject.

## Bibliography

### Obligatory bibliography

- Dossier of the subject
- Grussendorf, M. (2011) *English for Presentations*. Oxford: OUP.

### Secondary bibliography

- McCarthy, M. et al. (2009) *Grammar for Business*. Cambridge: Cambridge University Press.
- Masculi, 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.
- *Oxford Learner'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.