



DEGREE CURRICULUM

ENGLISH FOR BUSINESS I

Coordination: MANCHO BARÉS, GUZMAN

Academic year 2021-22

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	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	Eulàlia Borràs Guzman Mancho Balbina Moncada Maria Sabaté Carrové			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
BORRAS RIBA, EULALIA	eulalia.borras@udl.cat	6	
MANCHO BARÉS, GUZMAN	guzman.mancho@udl.cat	6	
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SABATE CARROVE, MARIA	mariona.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

- CT1-Correct oral and written expression
- CT2-Knowledge of a foreign language
- CT3-Full command of ICT
- CG1-Skills in analysis and synthesis
- CG3-Capacity for criticism and self-criticism
- CG5-Capacity for autonomous learning and teamwork

Subject contents

- Culture (weeks 1-3)
- Numbers and graphs (weeks 4-5)
- Videocurriculum (weeks 6-8)
- Corporate organization (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.

In the event that the pedagogical model of this subject turns into a hybrid model, students will be provided with learning materials and resources on the virtual campus to prepare their learning activities and online lectures, and those materials and resources will be commented on during the following onsite lectures.

Development plan

Weeks 1-3: Cultures

- Business topics: culture in business, intercultural issues
- Language focus: modal verbs
- Business skills: culture briefing

Weeks 4-5: Numbers and graphs

- Business topics: describing trends
- Language focus: graph description, number conventions, and most commonly used symbols in Business English

Weeks 6-8: Videocurriculum

- Language focus: sections of a videocurriculum, formulaic language
- Business skills: scripting and recording a videocurriculum

Weeks 10-15: Corporate organization

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

Evaluation

Week	Assessment activity / Test	Individual / Grupal	Percentage
9	(1) Test 1 on Business English vocabulary, grammar, reading comprehension and/or listening comprehension	Individual	25%
15	(2) Assessment of writing	Individual	25%
17	(3) Test 2 on Business English vocabulary, grammar, reading comprehension and/or listening comprehension	Individual	25%
(Not later than) 18	(4) Assessment of speaking	Individual	25%

- All assessed tasks (1), (2) & (3) will be taken face-to-face, unless measures from ProciCat or UdL establish that assessed tasks be held online; in this case students will be given relevant information in time.
- 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 3. 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 ONE of the (1)-(4) assessment tasks will have a NO PRESENTAT as a final grade in his/her academic transcript.
- In the event that students take the WRITING test online, and the difference of the marks between the WRITING test and the (4) VIDEOCURRICULUM 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 will be <0>.
- In the event that students take the TEST (1) and TEST (2) online, and the average mark of TEST (1) and TEST (2) is 3 points higher (or more) than the mark of the WRITING test, students will have to take the TEST (1) and TEST (2) 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 (1) and TEST (2) 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

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.
- *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.