Universitat de Lleida

DEGREE CURRICULUM
ENGLISH FOR BUSINESS I

Coordination: MANCHO BARES, GUZMAN

Academic year 2023-24

ENGLISH FOR BUSINESS I 2023-24

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/CORE	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	3	3

Coordination	MANCHO BARES, GUZMAN
Department	FOREIGN LANGUAGES AND LITERATURES
Important information on data processing	Consult this link for more information.
Language	English
Distribution of credits	Eulàlia Borràs (6 ECTS) Guzman Mancho (6 ECTS) Mariazell Bosch (1,8 ECTS) Yuliia Benderska (7.2 ECTS) Verónica Vizcaíno (3 ECTS)

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
BENDERSKA , YULIIA	yuliia.benderska@udl.cat	6	
BOSCH FABREGAS, MARIAZELL EUGENIA	mariazell.bosch@udl.cat	3	
MANCHO BARES, GUZMAN	guzman.mancho@udl.cat	6	
VIZCAINO CABEZAS, VERONICA	veronica.vizcaino@udl.cat	3	

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 (according to UdL"s regulation), 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: Test (1) with questions on technical vocabulary, use of English, oral comprehension and reading comprehension (40%); Test 2 (2) consists in an oral presentation (30%); and Test (3) assesses professional writing (25%). The three tests must be passed to pass the subject. Test (1) 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 three tests weigh 30% or more of the gobal asessment, students will be entitled to a RESITTING on a day / time that will be announced (will be organized during the 19th week of the semester). The final grade will result from the apliccation of the percentage weighting to the the tests passed in the first test sitting and the resitting. If any of the tests are failed, the final mark will be SUSP 3 on the student's transcript of records. The request for this assessment modality must be carried out before October 20, 2023) 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)

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.

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Learning objectives

1. To select appropriate stylistic options
2. To structure written and oral texts properly depending on its communicative purpose
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 and administration
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

- Videocurriculum and interculturality in business
- Describing a company, numbers and graphic content

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 1-8: Videocurriculum and interculturality in business

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

Weeks 10-15: Describing a company, numbers and graphic content

- Topics: sector, trajectory, production, departaments, typology of positions and functions, contextualization
- Language focus: sections of company profiles, reporting on graphic content, number conventions, and most commonly used symbols in Business English
- Business skills: written summary of a company profile, describing tendencies

Week	Description
Week 1 12/09/2023 - 15/09/2023	Placement test Unit 1 - Use of English and Vocabulary

Week 2 18/09/2023 - 22/09/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 3 25/9/2023 - 29/09/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 4 02/10/2023 - 06/010/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 5 09/10/2023 - 13/10/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 6 16/10/2023 - 20/10/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 7 23/10/2023 - 27/10/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 8 30/10/2023 - 03/11/2023	Unit 1 - (PRODUCTIVE SKILLS) Videocurrilum (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 9	EXAM WEEK
Week 10 13/11/2023 - 17/11/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 11 20/11/2023 - 24/11/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 12 27/11/2023 - 01/12/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 13 04/12/2023 - 08/12/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 14 11/12/2023 - 15/12/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening
Week 15 18/12/2023 - 22/12/2023	Unit 2 - (PRODUCTIVE SKILLS) Company profiling (LANGUAGE DEVELOPMENT) Use of English and Vocabulary (RECEPTIVE SKILLS) Reading and Listening

Evaluation

Typology	Assessment activity/Test	Individual/Group	Percentage	Week
Speaking	(1) Oral presentation	Individual	10%	6
Speaking	(2) Submission of the speaking assignment	Individual	15%	9-10
Test	(3) Test 1 on Business English vocabulary, use of English, reading comprehension and/or listening comprehension	Individual	35%	9

Writing	(4) Assessment of writing	Individual	25%	17
Test	(5) Resitting of Test 1	Individual	--	19
Classwork	(6) Collection of assessed activities	Individual	15%	Throughout the semester

- The following assessment tests will be face-to-face: (1), (3), (4) --if applicable-- and (6). Test (2) consists of a submission on the Virtual Campus.
- The assessment of the subject is continuous assessment. This means that the final grade will result from the weighting of the grades of the assessed activities. The average mark to pass the subject must be 5 or higher.
- *No Presentat Policy (NP):* the NP grade will be assigned whenever a student submits or takes any of the assesment activities weigh less than 50% of the overall grade of the subject.
- If a student needs to resit Test 1, the maximum mark for this test will be 6.
- Test (6) "Collection of assesed activities" will be administered randomly during the semester in person. 5 activities will be collected during the class sessions, and they can only be made up for in the case of presenting the appropriate medical or legal justification sent by email to the subject teacher no later than one week after having administered the test. The grade for each activity will weigh 3% of the overall grade of the subject.
- In accordance with the Regulations for the Teaching Assessment and Qualification in the UdL's degrees and masters programmes,
  - the student may not, under any circumstances, use unauthorized means or fraudulent mechanisms during the assessment tests. The student who uses any fraudulent means related to the test and / or brings electronic devices that are not allowed, will have to leave the exam or the test, and will remain subject to the consequences provided for in these regulations or in any other internal regulations of the UdL;
  - in the event of academic fraud or spontaneous copying, the provisions of the Regulations will apply.
- Article 43 of the UdL Coexistence Regulation describes the applicable sanctions, which include, among others and depending on the seriousness of the fault, the loss of the right to be assessed for the subject, the loss of registration of one semester or one year or expulsion for up to three years.

Bibliography

Obligatory bibliography

- Dossier of the subject

Secondary bibliography

- McCarthy, M. et al. (2009) Grammar for Business. Cambridge: Cambridge University Press.

- Mascull, B. (2008) *BusinessVocabulary in Use. Intermediate*. 11th printing. Cambridge: Oxford: OxfordUniversity 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) *EnglishVocabulary 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.