English for work and business

Academic Year: (2019 / 2020) **Review date: 28-04-2018**

Department assigned to the subject: Humanities: Philosophy, Language, Literature Theory Department

Coordinating teacher: AGUIRRIZABAL MAYORAL, SUSANA

Type: Compulsory ECTS Credits : 6.0

Year : 2 Semester :

Branch of knowledge: Arts and Humanities

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Students must have previously attained an English level of B1 according to the Common European Framework of Reference for Languages.

OBJECTIVES

The objective of this course is to provide students with the following skills:

1. READING: being able to understand written texts related to business and human resources,

2. WRITING: being able to deal with business correspondence,

3. SPEAKING: being able to communicate in business situations, and

4. LISTENING: being able to understand oral messages in business situations.

Students must have PREVIOUSLY attained an English level of B1 according to the Common European Framework of Reference for Languages.

DESCRIPTION OF CONTENTS: PROGRAMME

The Programme will be focused on ESP (English for Specific Purposes) within Business. Together with the appropriate Use of English, the three main blocks on which this subject will be based are:

1. Business correspondence: letters, e-mails and other documents,

2. Telephoning in English: different types of telephone conversations within business, and

3. Functions: common and useful expresions to be used at work and in a working environment. Presentations, debates, interviews.

LEARNING ACTIVITIES AND METHODOLOGY

All the lessons will be taught in English.

The methodology used will follow a communicative approach and it will be widely based on the student's active participation in class. The above-mentioned four skills will be widely worked in all the sessions, which is the main reason why attendance is critical.

All the scheduled tasks will be related to the professional environment of business.

Office hours: Wednesdays, 5:50-7:50 p.m. at 17.2.37

ASSESSMENT SYSTEM

At the end of the term there will be a final test (COMPULSORY) which will represent 60% of the final grade. The percentage of each corresponding part stands for the following of the final mark: reading: 20%, writing: 20%, speaking: 30% and listening: 30%.

It is COMPULSORY for all students to take the ORAL TEST, which will be held EXCLUSIVELY during the last week of the semester in which the subject is taught. Due to organization issues, this grade will be held at the extra exam session.

All the activities and exercises done during these lessons will count for up to 30% of the final mark,

provided the assignments are handed in when due. Both class participation and the student's attitude towards the subject will represent 10% of the final mark.
AT THE EXTRA EXAM SESSION, THE FINAL GRADE ALLOCATED TO EACH STUDENT WILL BE BASED ONLY AND EXCLUSIVELY ON THE MARK HE OR SHE MAY OBTAIN IN THIS EXAM.

% end-of-term-examination:	60
% of continuous assessment (assigments, laboratory, practicals…):	40

BASIC BIBLIOGRAPHY

- "Oxford Business English Dictionary for Learners of English", Oxford University Press, Oxford, 2006..
- DIGNEN,B. , FLINDERS, S. & SEENEY, S. English 365 for Work and Life (2), Cambridge University Press, 2013
- DIGNEN,B. , FLINDERS, S. & SEENEY, S. English 365 for Work and Life (3), Cambridge University Press, 2014
- HANCOCK, M. "English Pronunciation in Use" (pack book and audio CD), Cambridge University Press, Cambridge, 2003.
- HARDING, K. & TAYLOR, L. "International Express (Intermediate)", Oxford University Press. Oxford. 2009..
- HASHEMI, L. y THOMAS, B. "Grammar for First Certificate", Cambridge University Press, Cambridge, 2003.
- HUGHES,J. "Telephone English", MacMillan. 2009.
- LITTLEJOHN, A. "Company to Company", Cambridge University Press. 4th edition. Cambridge. 2005..
- LOMA-OSORIO FONTECHA, M. "Estructura y función del texto económico: fundamentos de una léxico-gramática del discurso económico en español y en inglés", Servicio de Publicaciones de la Universidad Complutense de Madrid. Madrid. 2004.
- LOWE, S. & PILE, L. "Presenting", Delta Publishing. Surrey, 2006..
- MASCULL, B. "Business Vocabulary in Use (Intermediate).", Cambridge University Press. 2002..
- MURPHY, R. "English Grammar in Use", Cambridge University Press, Cambridge, 2004.
- McCARTHY, M. y O¿DELL, F. "English Idioms in Use", Cambridge University Press, Cambridge, 2002.
- McCARTHY, M. y O¿DELL, F. "English Vocabulary in Use (Upper Intermediate)", Cambridge University Press, Cambridge, 2001.
- NATEROP, B. J. "Telephoning In English ", Cambridge University Press. Third Edition. Cambridge. 2004.
- PLEDGER, P. "English for Human Resources", Oxford University Press. Oxford. 2007.
- SWAN, M. "Practical English Usage", Cambridge University Press, Cambridge, 1995.
- TAYLOR, L. "International Express (Pre-Intermediate)", Oxford University Press. New Edition. Oxford. 2008..
- THOMSON, K. "English for Meetings", Oxford University Press. Oxford. 2008.
- TRAPPE, T. & TULLIS, G. "Intelligent Business (Intermediate)"., Pearson-Longman. 2005..
- TRAPPE, T. & TULLIS, G. "Intelligent Business (Upper-Intermediate)"., Pearson-Longman. 2006..

ADDITIONAL BIBLIOGRAPHY

- "Collins Cobuild English Dictionary", Harper Collins Publishers, London, 2001.
- "Word for Word (a dictionary of doubts for commonly confusing words)", Oxford University Press, Oxford, 2003.
- "Cambridge Advanced Learner¿s Dictionary", Cambridge University Press, Cambridge, 2003.
- "Longman Business English Dictionary", Pearson-Longman. 2007..
- ASHLEY, A. "A Handbook of Commercial Correspondence", Oxford University Press. Oxford. 1991..
- BADGER, I. "English for Work", Pearson-Longman. 2003..
- BAKER, A. "Ship or Sheep? An Intermediate Pronunciation Course", Cambridge University Press, Cambridge, 1984.
- BELL, A. H. "Writing Effective Letters, Memos & E-mail", Barron¿s Educational, New York, 2004.
- BETHALL, G. & ASPINALL, T. "Test your Business Vocabulary in Use"., Cambridge University Press. 2003..
- BLY, R.W. & KELLY, R.A. "The Encyclopedia of Business Letters, Faxes and Emails"., Career Press. Revised edition. 2009..
- CANO RICO, J.R. "Diccionario Económico, Financiero y Bursátil"., Tecnos. Madrid. 1994..

- CORDELL, J. "Cambridge Business English Activities (Intermediate)"., Cambridge University Press. 2000..

- COTTON, D. et ALII "Market Leader (Intermediate)"., Pearson-Longman. 2008..

- COTTON, D. et ALII "Market Leader (Upper-Intermediate)"., Pearson-Longman. 2008..

- EVANS, D. "Decisionmaker (Intermediate)"., Cambridge University Press. 1997..

- GOODALL, M. "Professional Presentations"., Cambridge University Press..

- HEWINGS, M. "Advanced Grammar in Use", Cambridge University Press, Cambridge, 1999.

- HILL, J. y LEWIS, M. "LTP Dictionary of Selected Collocations", Language Teaching Publications, Hove, 1999.

- LACASA NAVARRO, R. & DÍAZ DE BUSTAMANTE, I. "Diccionario de Derecho, Economía y Política (Inglés-Español/Español-Inglés)", Revista de Derecho Privado. Madrid. 1986..

- LADOUSSE, G. P. "Speaking Personally: Quizzes and Questionnaires for Fluency Practice", Cambridge University Press, Cambridge, 2002.

- LOUGHEED, L. "Business Correspondence"., Pearson-Longman. 2002..

- MANN, M. y TAYLORE-KNOWLES, S. "Listening and Speaking: Skills for First Certificate", MacMillan, Oxford, 2003.

- MERINO PERAL, M.C. & LÓPEZ GARCÍA, F. J. "Diccionario enciclopédico de economía, finanzas y empresa español-inglés/inglés-español"., Universidad de Burgos. Burgos. 2006..

- PROMODOU, L. "Grammar and Vocabulary for First Certificate", Pearson/Longman, Harlow, 2004.

- SASLOW,J. & COLLINS, T. "Workplace Plus (Level 3)"., Oxford University Press. 2004..

- SASLOW,J. & COLLINS, T. "Workplace Plus (Level 4)"., Pearson-Longman. 2004..

- SCOTT-BARRETT, F. "First Certificate Listening and Speaking", Pearson/Longman, Essex, 2000.

- SHOVEL, M. "Making Sense of Phrasal Verbs", Prentice Hall, Hertfordshire, 1992.

- SWAN, M. "How English Works. A Grammar Practice Book", Oxford University Press, Oxford, 1997.

- SWEENEY, S. "Communicating in Business"., Cambridge University Press. 2004..

- TAYLOR, S. "Model Business Letters and Emails"., Pearson-Longman, 6th edition. 2004..

- WAITE, M. "Concise Oxford Thesaurus", Oxford University Press, Oxford, 2002.

- WYATT, R. "Test your Vocabulary for FCE", Penguin, London, 2002.

BASIC ELECTRONIC RESOURCES

- . Audio boooks: http://esl-bits.net/

- . Audio & video activities:: http://www.elllo.org

- . Free Online Books: http://www.pagebypagebooks.com/authorlist.html

- . ESL Teacher Handouts, Grammar Worksheets & Printables: http://www.usingenglish.com

- . BBC Learning English: http://www.bbc.co.uk/worldservice/learningenglish

- English Listening . Radio Program: http://www.spotlightenglish.com/