

Academic Year: (2023 / 2024)

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 expressions 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 (assignments, 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
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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.
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- "Longman Business English Dictionary", Pearson-Longman. 2007..
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- WYATT, R. "Test your Vocabulary for FCE", Penguin, London, 2002.

BASIC ELECTRONIC RESOURCES

- . Audio books: <http://esl-bits.net/>
- . Audio & video activities: <http://www.ello.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/>