

# **BUSINESS ENGLISH**

## **4 CFU/ECTS**

**(Prof. Michele Langiulli)**

**CLASSES TAUGHT IN:** English

### **PREREQUISITES**

Level B1+ knowledge of the English language and good knowledge of the basic lexicon and of the topics concerning business matters

### **OBIETTIVI FORMATIVI / LEARNING OBJECTIVES**

The aim of the course is to lead students in the acquisition of the lexicon, the grammar and the language functions, in order to strengthen their upper-intermediate knowledge of Business English. Students will improve their knowledge of English in order to be competitive in today's professional world.

### **LEARNING OUTCOMES**

#### *Knowledge and understanding skills*

By the end of the course, the students will have acquired the necessary language knowledge and skills for both the professional and academic fields. The course promotes the awareness in the use of the main elements of Business English, through the review and explanation of grammar, lexical, structural and functional elements of the language. Oral/written reception and interaction will be encouraged through the use of a large selection of didactic and/or real materials (written, audio/video) about business and finance.

#### *Autonomy of judgement*

The students will be able to autonomously carry out business English tasks such as understanding texts, articles, case studies and audiovisuals.

#### *Communicative skills*

By the end of the course the student will be able to produce oral and written work.

### **COURSE SYLLABUS**

The course aims at strengthening the knowledge of Business English to an upper-intermediate level by concentrating on the four skills:

- **READING:** understanding the main ideas of complex texts both on concrete and abstract subjects, including technical debates on economics, concerning all fields of specialization;
- **LISTENING:** comprehending the main concepts of complex audiovisuals on business topics, including some debates on different issues;
- **WRITING:** producing clear, correct and detailed texts on a wide range of subjects. Explaining a point of view on a particular issue by providing supporting arguments for and against the opinion expressed.
- **SPEAKING:** interacting with a good level of fluency and spontaneity on matters of work and business by enabling the regular exchange with the native speakers without strain for both parties.

The knowledge of grammar and vocabulary will be reviewed and improved through explanations and interactive activities on the following grammar items: adjectives, stative/dynamic verbs, prepositions (of place, time, etc.), relative clauses, comparatives and superlatives, irregular verbs, past tenses, present perfect/past simple, conditionals, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, connecting words, modals, phrasal verbs (extended), will and to be going to, future continuous, future perfect, modals of deduction and speculation, passive form, reported speech (range of tenses) gerunds and infinitives.

The semantic areas will include the following topics:

The working day, Corporate culture, Company history, Distribution and delivery, Company finances, Investments, Staff development and training, Job description and job satisfaction, Letters of enquiry and information, Describing graphs, Developing a new product, Establishing relationships and negotiating, Financing the start-up, Presenting your business idea, Business conferences, Reports, Business meetings, Using the Internet, Staff surveys, Communication with customers.

#### ***COURSE STRUCTURE***

The course is structured in lectures (9), cooperative learning activities (pair work and group work) and listening activities. It will also be characterized by a lexical approach.

#### ***COURSE GRADE DETERMINATION***

The students will sit a final oral exam, but they could also be asked to do some written work.

#### ***OPTIONAL ACTIVITIES***

During the course the lecturer will be available for some tutoring hours ( to be planned by the lecturer).

#### ***READING MATERIALS***

Guy Brook-Hart, Norman Whitby, Business Benchmark Pre-intermediate to Intermediate/ Upper-Intermediate, Cambridge ESOL, *Cambridge University Press*; Michael Swan, Practical English Usage; Lecture notes edited by the Lecturer.