

<b>Name</b>	Business English
<b>Component modules</b>	-
<b>Scientific-disciplinary sector</b>	L-LIN/12
<b>Year of course and semester of provision</b>	1st year, 1st semester
<b>Language of instruction</b>	English
<b>Didactic load in university formative credits</b>	4
<b>Number of hours of assisted teaching activity</b>	24
<b>Teachers</b>	Michele Langiulli
<b>Specific learning outcomes</b>	<p>By the end of the course, the students will acquire knowledge of the grammatical, lexical, structural and functional elements of the language, in order to achieve the awareness in the use of the main elements of Business English to an upper-intermediate level, and will achieve the following skills:</p> <ul style="list-style-type: none"> <li>● <b>READING:</b> understanding the gist of complex texts both on concrete and abstract subjects, including technical debates on economics, concerning all fields of specialization;</li> <li>● <b>LISTENING:</b> comprehending the main concepts of complex audiovisuals on business topics, including some debates on different issues;</li> <li>● <b>WRITING:</b> 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. Summarizing some passages of a text.</li> <li>● <b>SPEAKING:</b> 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.</li> </ul> <p>By the end of the course the students will be able to autonomously carry out business English tasks such as understanding texts, articles, case studies and audiovisuals and will be able to communicate information, ideas, issues and solutions to professional and non-professional interlocutors.</p>
<b>Program</b>	<p>The programme includes:</p> <ul style="list-style-type: none"> <li>● <u>The knowledge of grammar and vocabulary.</u> It will be reviewed through 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, 0, 1st, 2nd and 3rd, 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.</li> <li>● <u>The semantic areas.</u> It 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.</li> </ul>
<b>Types of didactic activities envisaged and relative methods of carrying out</b>	<p>The course will be structured in frontal lectures focusing on morphosyntactic and grammatical aspects. Great emphasis will be placed on listening and cooperative learning (group and pair work). The lexical approach will be adopted.</p> <p>The knowledge of grammar and vocabulary will be reviewed and improved through explanations and interactive activities: 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.</p>
<b>Learning evaluation methods and criteria</b>	<p>The students will sit a final oral exam. It will last about 30 minutes and it consists of about n. 3 questions. The exam will focus on the topics explained in class, on some general questions (speaking about yourself) and on some intermediate grammar topics (only those found in the texts analysed).</p> <p>The questions aim at assessing: the knowledge of some basic communicative elements in the English language (to talk about oneself in the Past, Present and Future tenses); the ability to summarize at least two passages (among those included in the programme) and the grammar elements that are found in those two passages; the ability to produce clear, correct and detailed texts; the property of language and communication</p>

	skills.
<b>Criteria for measuring learning and assigning the final grade</b>	<p>The learning assessment involves the awarding of a final grade out of 30.</p> <p>The final grade is the result of the assessment which takes into account both fluency and accuracy of speaking (50%) plus the knowledge of the topics and the grammar (50%). Every exam question has equal importance as far as the final assessment is concerned.</p>
<b>Prerequisites</b>	In order to effectively attend the course, students should have at least a basic (A2) or preferably an intermediate knowledge of English (B1)
<b>Didactic material used and recommended didactic material</b>	<p>Notes (edited by the lecturer)</p> <p>Reference texts:  Guy Brook-Hart, Norman Whitby, Business Benchmark Pre-intermediate to Intermediate, Cambridge ESOL, Cambridge University Press; Michael Swan, Practical English Usage (or other English Grammar text).</p>