



Name	ADVANCED ENGLISH FOR BUSINESS
Component modules	-
Subject area	L-LIN/12
Academic year and semester	1st year, 2nd semester
Language of instruction	English
ECTS	7
Number of hours of lectures	42
Teachers	Prof. Giovanni Bassi
Expected learning outcomes	Upon successful completion of the course, students will improve their general knowledge of English at level B2+/C1 in all four language skills (<i>reading, listening, writing, speaking</i>). In particular, they will develop a secure grasp of some of the main morphosyntactic features of English at an advanced level. In addition, they will also acquire the linguistic and cultural foundations of Business English, and will therefore be able to communicate and interact effectively in business contexts.
Syllabus	<p>The Business World:</p> <ol style="list-style-type: none">1. Work culture and placement; meetings one-to-one; writing a placement report2. Customer support; call centres, customer service and telephoning; writing formal and informal correspondence3. Packaging; measurements; product description and presentations4. Careers; skills and qualities, recruitment and employment verbs; job interviews; writing a CV5. Making deals; negotiating and retailing; expressions for bargaining and offers;6. Company and community; ethical behaviour and social performance; expressions for meetings and teamwork; writing reports and minutes7. Mergers and acquisitions; describing charts and graphs; presentations and visuals8. International trade; collocations for making and processing payments; expressions for checking understanding, correcting, and reformulating; writing requests and reminders. <p>Grammar:</p> <ol style="list-style-type: none">1. Past simple and continuous; past perfect; advice structures2. Questions and instructions; obligation (have to, need to, must)3. Relative clauses, articles and the noun phrase4. Present simple and continuous; present perfect and present perfect continuous5. Conditionals and recommendations6. Passive structures and reported speech7. Future forms and volition (will/shall; going to; present tenses; future perfect; future continuous; the future in the past; other forms expressing future time); possibility and necessity (can, could, may, might, must, and related expressions)8. Prepositions of time; time adverbials; dependent prepositions; phrasal verbs9. Conjunctions; nonfinite participle clauses; to-infinitive clauses
Teaching and learning methods	Teaching is mainly delivered through lectures. In addition to lectures, the course also involves a number of hours of interactive teaching (at least one hour for each ECTS). In general, classroom lectures on grammar will be integrated with more interactive lessons that will concentrate on business vocabulary and phraseology, and that aim at improving the listening, reading, speaking, and writing skills of the students. To this effect, classroom activities will be supported with audiovisual materials and specialised texts that are either included in the textbook or excerpted from authoritative publications (such as scientific articles and business newspapers). Through group activities and the role play technique, students will be exposed to specific case studies from the business world so that they can apply grammar knowledge to real-life situations (for example, when 'applying for a placement'). Students are warmly invited to take part in the lessons and interact with the lecturer.



Evaluation methods	<p>The exam is oral and in English. It is divided into three parts:</p> <ol style="list-style-type: none">1) a conversation between the candidate and the examiner about everyday topics that are familiar to the candidate2) the candidate will be then asked to do some grammar and translation exercises that focus on the morphosyntactic and lexical structures in the syllabus3) finally, the candidate will be requested to present and discuss one of the passages analysed during the course. <p>Assessment criteria: students are expected to communicate about everyday activities and interests with a good level of fluency, accuracy, and appropriateness of vocabulary. They should also know and use effectively the grammatical structures and the special terminology examined during the course. They will be also assessed on their ability to summarise/paraphrase a text in English.</p>
Assessment methods	<p>Students will be awarded a final grade out of 30 (18 equals pass), based both on their language competence and on their knowledge of the subjects covered by the course.</p> <p>More in particular, the first part of the exam is worth 20% of the final overall grade, while the second and the third parts are worth 40% each.</p>
Prerequisites	<p>The course is designed for students with an upper intermediate knowledge of English (B2) according to the Common European Framework of Reference for Languages (CEFR).</p>
Teaching materials	<p>Course materials and exercises provided by the teacher.</p> <p>Bibliography: Bill Mascull, <i>Business Vocabulary in Use: Advanced</i> (Cambridge: Cambridge University Press, 2017) John Allison with Paul Emmerson, <i>The Business 2.0 B1+ Intermediate Student's Book</i>, Macmillan Education, 2013 or later). Raymond Murphy, <i>English Grammar in Use</i> (Cambridge: Cambridge University Press, 2012 or later). Randolph Quirk et al., <i>A Comprehensive Grammar of the English Language</i> (London: Longman, 1985 or later)</p>