



ENSENYAMENT: CIÈNCIES EMPRESARIALS

ASSIGNATURA: Anglès II (codi 3003)

PROFESSOR/A: Isabel Santaularia Capdevila

CRÈDITS: 9

TIPUS: Optativa

CURS: 1r/2n/3r
QUADRIMESTRE: Anual

COURSE PROGRAMME:

The objectives of this course are twofold. In the first place, it is my aim to provide students with a framework in which to develop their understanding of key areas of contemporary business, while at the same time giving them the opportunity to improve their English language skills through a variety of vocabulary, reading, speaking, listening, grammar and writing activities. In order to accomplish these objectives, we are going to continue with the course book you were using the previous academic year:

Lannon, M., Tullis, G., and Trappe, T Insights into Business.
London: Nelson. 1993.
(Students Book and Workbook)

And secondly, we are going to develop your report reading and writing skills. In order to fulfil this objective, we are going to deal with the following sections:

- 1- Introduction: What is a report?
- 2- Functions of a report
- 3-Types of reports:
 - According to the form or format.
 - According to their purpose
- 4- Structure or layout of reports
- 5- Writing a report. Logical steps in report writing:
 - Collecting the information
 - Using graphs and statistics
 - Selecting and organising the material
 - Presenting the findings
 - Concluding and recommending
 - Summarising

Course material for report reading and writing can be found in the photocopying facilities.

WRITTEN AND ORAL ASSIGNMENT:

You will have to produce two written assignments and one oral presentation in group as instructed during the course.

EXAMINATION:

The final exam will consist of the following parts:

- READING COMPREHENSION
- WRITING EXERCISE
- VOCABULARY
- GRAMMAR
- EXERCISES LIKE THE ONES DONE IN THE CLASSROOM

FINAL MARK:

The final mark will consist of two main parts:

85 % FINAL EXAMINATION

15 % WRITTEN / ORAL ASSIGNMENT - ONLY IF FINAL EXAMINATION IS PASSED!

Note that occasional tests might be conducted. If this is the case, they might mean an addition of 10 % to the final mark, but only if the final exam is passed and if test results are good.

Note that the written and oral assignments are essential requirements for course evaluation and on no account will they be accepted after the deadline. All assignments will, therefore, have to be completed. If they are not, you will not be allowed to sit the exam. If you sit the exam without having completed all the assignments the exam will not be corrected.

CLASS ORGANISATION:

Classes are mainly practical.

Theory will be introduced by lecturer, and subsequent practical exercises will follow. There will be oral exercises, mainly in groups.

You will be expected to participate in the classroom, so be ready to be addressed and to produce some oral English in public!

Important note:

- 1. All tasks set for home have to be prepared thoroughly and will be corrected at class.**
- 2. Written and oral assignments are essential requirements for course evaluation and on no account will assignments be accepted after the deadline.**
- 3. You are reminded that attendance at the classes, although not compulsory, is essential.**
- 4. Level of English required to enrol for the course: equivalent to Cambridge First Certificate.**
- 5. The course tutor reserves the right to introduce additional or alternative material for study at her discretion.**

ADDITIONAL BIBLIOGRAPHY

Tuck, A. (Ed.). Oxford Dictionary of Business English for Learners of English. OUP.

Swan, M. Practical English Usage. OUP.

Thompson, A.J. and Martinet, A.V. A Practical English Grammar. CUP.

Murphy, R. English Grammar in Use. CUP.

Ashley, A. A Handbook of Commercial Correspondence. OUP.