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**0080076**  
**Anglès**

## PROGRAMA DE INGLES COMERCIAL - CURSO 1990 - 1991

## LANGUAGE AND GRAMMAR

The alphabet  
Present simple tense  
Past simple tense  
Will  
Greetings and introductions  
Requests  
Sums of money  
Adjectives: too short, not long enough  
Collective nouns  
Count and mass nouns  
Question practice  
Confirming question tags  
Dimensions  
Used to do  
Reported speech  
Comparatives  
Connectors  
Question practice  
Years, centuries and dates  
Phrasal verbs  
Immediate reported speech  
Reported speech in the past  
You/one  
Non-defining relative clauses  
Past perfect tense  
Reported questions  
The passive  
Countries  
First conditional  
Start doing  
Present perfect progressive tense  
Comparatives of equality  
Mathematical calculations  
Question practice  
Use of the articles  
The former/the latter  
Punctuation and capital letters  
The passive (revision)  
Countries/nationalities  
Going to do  
Was going to do  
Percentages and fractions  
Must/can  
Unlikely possibilities (second conditional)  
Deduction: might be/can't be/must be  
Vocabulary development (instruct-instruction)  
Defining relative clauses  
Obligation: must/have to/do not have to/mustn't  
Having things done  
Intonation: unfinished sentences  
Deduction: can't have been/must have been  
Personal description

Present progressive tense (revision)  
Past simple tense (revision)  
Intention: do something/to do something  
Defining  
Impossible past conditions (third conditional)  
Either/neither/both  
Comparisons: and so is/does

#### BUSINESS AND COMMERCE

Job advertisements  
Telephone enquiries  
Business letter format and terminology  
The work of a freight forwarder  
Receipts  
The vocabulary of buying and selling  
Cheques  
Memoranda  
Business letter format and conventions  
Compare methods of transportation  
Freight rates  
Containerisation  
Note-taking  
Brief history of insurance and Lloyd's  
Insurance vocabulary and procedures  
Standard business letter phrases  
Telephone conversations  
Sales and transport documentation  
An invoice  
Telephone messages and enquiries  
The distribution of manufactures goods  
A view of the economy  
Visible/invisible imports and exports  
Balance of Trade and Payments  
Loans and overdrafts  
The vocabulary of borrowing money  
Credit cards, travel and entertainment cards  
Dealing with correspondence  
Comparison of standard phrases in telexes, telephone  
conversations and formal business letters  
Telephone arrangements for airfreight consignments  
An air waybill  
Flight departures  
Telex abbreviations  
Import regulations  
Customs documentation  
Documents for a consignment  
Quotation abbreviations Pricing and giving quotations for export  
consignments  
Formality and informality in letters  
Seafreight procedures  
A Bill of Lading  
A Bill of Exchange  
Negotiability and discounting  
Letters of Credit and Bills of Exchange

BIBLIOGRAPHY

Text books:

NORMAN, Susan

We're in Bussiness  
Longman, Harlow 1987

WILSON, Martin

Writing for Business  
Nelson, Walton-on-Thames 1987

Books for consulting:

GRUPO ED. OCEANO

Diccionario Español-Inglés Inglés Español  
Oceano, Barcelona 1988

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ASHLEY, A

A Handbook of Commercial Correspondence  
Oxford Univ. Press, Oxford, 1988

COMFORT, REVELL  
& STOTT

Business Reports in English  
Cambridge Univ. Press, Cambridge  
1988

COTTON, David

International Business Topics  
Unwin Hyman Ltd., London 1987

KENCH, A.B.

The Language of English Business Letters  
Macmillan Publishers Ltd., London  
1986.

NORMAN, Susan

We mean Business  
Longman, Harlow 1987

TYPES OF BUSINESS LETTERS

An enquiry  
An offer  
An order  
Acknowledging of an order  
A reminder  
A letter of apology  
A letter of complaint  
A request of payment  
An application for a job  
A hotel reservation  
An invitation

TELEXES AND CABLES

Specialized language and abbreviations