



UNIVERSITAT
ROVIRA I VIRGILI

FACULTAT DE CIÈNCIES
ECONÒMIQUES I EMPRESARIALS

Diplomatura en Empresarials
Pla d'estudis de 1992

16031235
Anglès Empresarial I
(9 crèdits)

Diplomatura en Ciències Empresarials
Pla estudis 1992
Codi Assignatura: 16031235
Nom Assignatura: Anglès Empresarial I
Crèdits: 9

Objectius de l'assignatura i criteris d'avaluació

Criteria of Assessment:

Attendance and Oral Participation: 30%

Exam in February: 15%

Exam in June 55%

The exams in February and in June will test students' ability to communicate by reading (comprehension of a text), by listening (dictation), and by writing (composition), in business situations. Those situations that will have been studied in the classroom where the appropriate grammatical and lexical items will have been provided.

Attendance will serve to test students ability to communicate (especially through participation in the classroom) in social situations and business contexts.

The final exam in June will deal with the whole programme.

I . BUSINESS ENGLISH

Tema 1 . Meeting People

1.1 Topics

1.1.1 Getting information - Describing Jobs - Commuters - Personality Profile

1.2 Language

1.2.1 Introductions - Prepositions-Jobs - "Wh-"question forms - Present Simple tense - "How long does it take?"

1.3 Vocabulary/Pronunciation

1.3.1 Countries and Nationalities - Word stress

1.4 Skills Work

1.4.1 Writing: A personal profile - Speaking: Organizing your studies

Tema 2 . Telephoning

2.1 Topics

2.1.1 Starting calls - Transferring information - Deciding what to do - Requests

2.2 Language

2.2.1 "Can/Could/May I

2.2.2 ?" - "Can/Could/Would you

2.2.3 ?" Instant decisions: "I'll

2.2.4 "

2.3 Vocabulary/Pronunciation

2.3.1 Telephone language - "lend" and "borrow" - Spelling the alphabet - Telephone numbers

2.4 Skills Work

2.4.1 Listening: Messages - Speaking: Telephone play roles - Writing: Business letters

Tema 3 . Companies

3.1 Topics

3.1.1 Company profiles - Facilities - Organizations - Current activities - Company Strengths

3.2 Language

3.2.1 Present Continuous/Present Simple - "Has got" - "It is / There is / There are"

3.3 Vocabulary/Pronunciation

3.3.1 Company departments - -s endings /s/z/iz/ - Numbers

3.4 Skills Work

3.4.1 Listening: A Presentation of BICC

Tema 4 . Exchanging Information

4.1 Topics

4.1.1 Description - Explaining what you need - Size and Dimension - Sorting Words

4.2 Language

4.2.1 Adjectives -" Was" and "Were" - "What was it like?" - Dimensions - "It weighs / costs"

4.3 Vocabulary/Pronunciation

- 4.3.1 Sorting and Recording new words - Words of different spellings that sound the same
- 4.4 Skills Work
- 4.4.1 Speaking: Speaking: A crossword/Executive Toys - Listening: A sales team briefing

Tema 5 . Reporting

- 5.1 Topics
- 5.1.1 Company history - Saying when - Reporting on a trip - Complaints
- 5.2 Language
- 5.2.1 Past Simple tense - Prepositions with time - Questions forms
- 5.3 Vocabulary/Pronunciation
- 5.3.1 "in" / "on" / "at" and time phrases - / -ed verb endings: /d/t/id/
- 5.4 Skills Work
- 5.4.1 Reading: Marketing problems - Speaking: Reporting on a work Project

Tema 6 . Socializing

- 6.1 Topics
- 6.1.1 Business Lunches - Offers - Interests and routines - Chatting
- 6.2 Language
- 6.2.1 "some" and "any" - "Would you like?" - Expressions of frequency - Polite replies
- 6.3 Vocabulary/Pronunciation
- 6.3.1 Countable and Uncountable nouns-food - Consonant sounds: /s/tch/
- 6.4 Skills Work
- 6.4.1 Speaking: Socializing over lunch - Reading: Newspaper article on executive life styles

Tema 7 . Meetings

- 7.1 Topics
- 7.1.1 Recommending action - Asking for opinions - Making suggestions - Justifying decisions - Problem solving
- 7.2 Language
- 7.2.1 "Should" - Expression opinions - "Going to" (future) - "Why don't we
- 7.2.2 ?" - "Shall we
- 7.2.3 ?/We could"
- 7.3 Vocabulary/Pronunciation
- 7.3.1 multi-word verbs - Vowel sounds
- 7.4 Skills Work
- 7.4.1 Listening: Taking notes of decision at a meeting

Tema 8 . Making Arrangements

- 8.1 Topics
- 8.1.1 Dates - Timetables, plans, and arrangements - Making appointments - Invitations - Fixing a time
- 8.2 Language
- 8.2.1 Present Simple and Continuous tenses (future) - "Would"
- 8.3 Vocabulary/Pronunciation
- 8.3.1 Verbs that collocate "appointment" - Dictionary entries - Avoiding flat intonation
- 8.4 Skills Work
- 8.4.1 Writing: Faxes - Speaking: Arranging and rearranging a schedule

Tema 9 . Describing Trends

- 9.1 Topics
- 9.1.1 Rises and Falls -Describing changes - Describing graphs - Giving reasons
- 9.2 Language
- 9.2.1 Prepositions-finance - Verbs of change: "rise," "fall," etc
- 9.2.2 - Adjectives and Adverbs - Cause/effect connectors
- 9.3 Vocabulary/Pronunciation
- 9.3.1 Guessing unknown words from context - Words with silent letters
- 9.4 Skills Work
- 9.4.1 Speaking: Presenting graphs - Reading: the story of Coke

Tema 10 . Progress Updates

10.1 Topics

10.1.1 Giving news - Staff changes - Targets - Checking progress

10.2 Language

10.2.1 Present Perfect Simple tense - Question forms

10.3 Vocabulary/Pronunciation

10.3.1 Employment verbs - Vowel sounds

10.4 Skills Work

10.4.1 Listening: Radio business news - Speaking: Discussing share performance

Tema 11 . Planning

11.1 Topics

11.1.1 Talking about quantity - Making predictions - Giving advice - Offering help - Conference planning

11.2 Language

11.2.1 Countable and Uncountable nouns with "much" and "many" - Future facts and predictions: "Will/won't / Shall I

11.2.2 ? / You'd better (not)"

11.3 Vocabulary/Pronunciation

11.3.1 Countable and Uncountable nouns - Contractions

11.4 Skills Work

11.4.1 Listening: A project briefing on an office move - Speaking: Planning a business venture

Tema 12 . Comparing Information

12.1 Topics

12.1.1 Comparing sales figures - Comparing countries - Comparing companies

12.2 Language

12.2.1 Comparatives and superlatives "-er / more than, as

12.2.2 as, the -est / the most"

12.3 Vocabulary/Pronunciation

12.3.1 Jobs and occupations - Suffixes: -er / -est - Stress patterns in words

12.4 Skills Work

12.4.1 Speaking 1: Job satisfaction - Reading: Stress levels of business people - Speaking 2: Discussing workplace stress

Tema 13 . Business Travel

13.1 Topics

13.1.1 Air travel - Rules and regulations - Future possibilities - Company policy - Social customs

13.2 Language

13.2.1 Modals expressing obligation "Mustn't" vs "don't have to" - Open conditionals

13.3 Vocabulary/Pronunciation

13.3.1 Travel vocabulary - Voices and unvoiced consonant sounds

13.4 Skills Work

13.4.1 Reading: Business lunches - Speaking: Introducing changes to work systems

Tema 14 . Company Visits

14.1 Topics

14.1.1 Achievements - Experience - Systems and processes

14.2 Language

14.2.1 Present Perfect vs Past Simple - "For" and "since" / "ever" and "never" - Passive voice - Sequencers

14.3 Vocabulary/Pronunciation

14.3.1 "Make" and "do" collocations - Vowel sounds

14.4 Skills Work

14.4.1 Writing: A report on leasing a fleet of vehicles - Listening: A visit to a car assembly plant - Speaking: Showing a visitor round your organization

Tema 15 . Tackling Problems

15.1 Topics

15.1.1 Consequences - Hypothesizing - Problems - Solutions - Negotiating

15.2 Language

15.2.1 "would / might / could" - Second conditional - "Supposing"

15.3 Vocabulary/Pronunciation

15.3.1 Terms of sale - Contrastive stress in sentences

15.4 Skills Work

15.4.1 Listening: Problems with sales statistics - Speaking 1: Negotiating solutions to problems -
Speaking 2: Evaluating your progress in English

Bibliografia Bàsica

- **Books used in the classroom by the students**
- HOLLETT, Vicki *BUSINESS OBJECTIVES (New Edition)*, Student's Book Oxford University Press.
- **BUSINESS OBJECTIVES, Workbook** Oxford University Press
- **BUSINESS OBJECTIVES, Audio-Cassette**
- **Additional books used by the teacher**
- DONNA, Silvia *Teach English Business* Cambridge University Press.
- SANDERSON, Paul *Using Newspaper in the Classroom* Cambridge University Press
- DAVIS, Paul and Mario RINVOLUCRI *Dictation* Cambridge University Press
- UR, Penny *Grammar Practice Activities* Cambridge University Press

Bibliografia Complementària

- MURPHY, Raymond *English Grammar in Use* Cambridge University Press, 1999.
- STRUTT, Peter *Longman Business English Usage* Longman, Harlow, 1995.
- **Longman Business English Dictionary** Longman
- **Cambridge Word Selector Inglés-Español** Cambridge University Press
- VICENTE/READMAN *Inglés para economistas* Palas Atenea, Madrid, 1994.
- LOZANO IRUESTE, José María *Diccionario Bilingüe de Economía y Empresa* Pirámide, Madrid, 1998.
- **Books for Further Reading**
- GATES, Bill *The Road Ahead* Longman
- EVANS, David *Management Gurus* Longman
- MANTLE, Jonathan *Benetton* Longman
- BRYANT, Steven *The Story of Internet* Longman
- GATES, Bill *Business @ the Speed of Thought* Longman
