



centro adscrito a:



UNIVERSITAT POLITÈCNICA
DE CATALUNYA
BARCELONATECH

GUÍA DOCENTE DE INGLÉS 2022-23

GENERAL INFORMATION

Course Title:	English
Code:	801301
Academic year:	2022 - 2023
Degree title:	Grado en Administración y Dirección de Empresas
Number of credits (ECTS):	6
Place in the scheme of studies:	1st year, 2nd semester
Academic area:	Inglés
Academic area head:	Eva García Tobella
Date of last revision:	January 2023
Professor Responsible:	Eva García Tobella Cèlia Pratginestós Pou Toni Tobella

1. GENERAL DESCRIPTION

This is a Business English Communication course at an upper-intermediate level whose main objective is to equip students with essential communication skills for the business world at a level corresponding to the B2 – Independent User level of the Common European Framework of Reference of the Council of Europe (CEFR). The following skills will be trained in a business communication context: Reading, Listening, Writing, Speaking and Spoken Interaction.

2. LEARNING OUTCOMES

At the end of the course students should be able to:

- listen to and understand the formal presentation of ideas of respected professionals and thinkers in authentic, ungraded English.
- apply key critical-thinking skills to the evaluation of the ideas introduced in the formal presentations.
- give formal presentations in English in an engaging and coherent way.
- read and understand a wide range of thought-provoking texts in English which examine our relationship with work, technology, the economy and education.
- communicate their ideas and opinions in a meaningful and structured way in English both in a social and a business context.
- express themselves accurately and persuasively in both spoken and written English
- develop present-day skills such as information literacy and global awareness, through analysis of real-life data and infographics.

3. CONTENT

BLOCK 1: LISTENING SKILLS

Learning Outcomes

At the end of this course students should be able to:

- Understand extended speech and lectures and follow even complex lines of argument on social and business topics.
- Understand most business discussions and current affairs conversations.
- Understand most presentations and interviews from native and non-native English speakers.

Content

Practice of global listening ability to learn to retrieve factual information, infer, extract gist and understand main ideas as well as focus on details from speeches, conversations, interviews or discussions in a business context.

BLOCK 2: READING SKILLS

Learning Outcomes

At the end of this course students should be able to:

- Read articles and reports concerned with contemporary social and business issues in which the writers adopt particular attitudes or viewpoints.
- Understand business literature.

Content

Reading comprehension skills development by learning to skim texts to get the gist and scan to find specific information. The reading materials will be extracted from authentic sources such as the general and business press, company and academic literature and books on business and management topics adapted to the level of competence the course is aimed at.

BLOCK 3: SPEAKING AND INTERACTIVE SKILLS

Learning Outcomes

At the end of this course students should be able to:

- Take an active part in discussions in a business context, accounting for and sustaining their views.
- Present clear, detailed information on a wide range of subjects related to business.
- Explain a viewpoint on a business issue giving the advantages and disadvantages of various options.

Content

Practice of interactive oral communication by means of pairwork or group activities in the form of role-plays of business meetings to exchange information, express opinions, compare and contrast, concede points and possibly reach a conclusion. Also, oral presentation skills will be trained.

BLOCK 4: WRITING SKILLS

Learning Outcomes

At the end of this course students should be able to:

- Write different pieces of business correspondence for different purposes (complaining, apologising, requesting, inviting, replying, applying for a job, ...), and with the appropriate register (formal, semiformal or informal).
- Write short reports, explaining and/or summarising information, describing trends, analysing and comparing data, giving reasons in support of or against a particular point of view or making recommendations.

Content

Business correspondence and report writing skills practice in order to achieve accuracy in the use of language and structures, as well as the appropriate register and format of short business texts.

BLOCK 5: GRAMMAR AND VOCABULARY (USE OF ENGLISH)

Learning Outcomes

At the end of the course students should be able to:

- Use and understand grammar and syntactic structures which allow students to communicate at the level of competence the course is aimed at.
- Use and understand vocabulary both general and business-specific to communicate in an academic environment of business studies at the level of competence the course is aimed at.

Content

Grammar: Present tenses, Future forms, Past tenses, Comparatives and Superlatives, Auxiliary, Modal and related verbs: past forms, Conditionals, Passives, Verb patterns with -ing and infinitive, Relative Clauses, Reported speech, Articles and Quantifiers.

Vocabulary: key words and phrases specially related to business studies.

4. TEACHING AND LEARNING STRATEGIES

In the classroom different business topics will be introduced progressively which will be used as a common thread to propose a series of communication activities in the different skills areas (Listening, Speaking, Spoken Interaction, Reading & Writing), in a way that some of them can be practised within the classroom, both individually or in group, so that the student can receive in the first place the appropriate indications and orientations about its correct realization and can also get the necessary feedback, clarifications and support once they have been done with the aim of improving in future similar activities and also in the assessment of their performance through tests and exams.

Students will be expected to complete some previous homework before each class session by preparing some reading, writing and use of English exercises in order to be able to make the most of their participation in the classes where these exercises are going to be seen following the flipped classroom methodology.

Students will also be asked to do some communication activities in English on their own which will require a longer time of preparation and realization and so will not be completed within the class timetable.

5. ASSESSMENT

According to the Bologna Scheme, this model encourages the sustained continuous effort of students. 40% of the mark is achieved through the continuous assessment of guided activities and the remaining 60% from the onsite final exam. The final exam has two sittings.

The final mark for the course (NF) will come out by applying the following formula:

- **NF = Final Exam mark x 60% + Continuous Assessment mark x 40%**
- Minimum final exam mark to be able to average with continuous assessment will be 40 out of 100.
- The minimum pass mark for the course will be 50 out of 100.

Face-to-face groups (presencial)

Activity	Description	% Continuous assessment (CA)	
Course work:			8 %
Class participation in each of the 12 class sessions	The following will be considered: <ul style="list-style-type: none"> - Class attendance - Bringing in printed course material - Providing reasoned answers to specific exercises - Contribution to class discussion - Accuracy and Fluency 	Each class participation mark has a weight of 2% of CA (the best 10 marks out of 12 will be considered for the final CA average)	0.8 x 10
Tests:			32%

12 short weekly tests	2 Reading tests 2 Listening tests 2 Writing tests 3 Speaking role-plays (pairwork) 3 Oral Presentations (individual)	Each test mark has a weight of 8% of CA (the best 10 marks out of 12 will be considered for the final CA average)	3.2 x 10
Final exam:			60 %
	Final exam	100%	

Blended learning groups (semipresencial)

Activity	Description	% Continuous assessment (CA)	
Course work:			8 %
Class participation in each of the 6 class sessions	The following will be considered: <ul style="list-style-type: none"> - Class attendance - Bringing in printed course material - Providing reasoned answers to specific exercises - Contribution to class discussion - Accuracy and Fluency 	Each class participation mark has a weight of 4% of CA (the best 5 marks out of 6 will be considered for the final CA average)	1.6x 5
Tests:			32%
10 short weekly tests	2 Reading tests 2 Listening tests 2 Writing tests 2 Speaking role-plays (pairwork) 2 Oral Presentations (individual)	Each test mark has a weight of 10% of CA (the best 8 marks out of 10 will be considered for the final CA average)	4 x 8
Final exam:			60 %
	Final exam	100%	

6. BIBLIOGRAPHY

6.1 BASIC BIBLIOGRAPHY

- Business English File, available in Euncet teaching support platform

6.2 ADDITIONAL BIBLIOGRAPHY

- Murphy, R. (2012). *English grammar in use*. Cambridge University Press.
- Multiple webography will be provided in Euncet's teaching support platform