



Information about the subject

Degree: Bachelor of Science Degree in Business Administration and Management

Faculty: Faculty of Legal, Economic and Social Sciences

Code: 300101 **Name:** Business English I

Credits: 6,00 **ECTS Year:** 1 **Semester:** 1

Module: Languages

Subject Matter: Business English **Type:** Compulsory

Department: -

Type of learning: Classroom-based learning / Online

Languages in which it is taught: English, Spanish

Lecturer/-s:

301A	Maria Rosario Mora Llabata (Profesor responsable)	mr.mora@ucv.es
301B	Maria Rosario Mora Llabata (Profesor responsable)	mr.mora@ucv.es
30GI1	<u>Clara Gieure Sastre</u> (English Responsible Lecturer)	clara.gieure@ucv.es



Module organization

Languages

Subject Matter	ECTS	Subject	ECTS	Year/semester
Business English	18,00	Business English Certificate	6,00	This elective is not offered in the academic year 23/24
		Business English I	6,00	1/1
		Business English II	6,00	2/2

Recommended knowledge

The students are required to have a B1 level in English in order to successfully follow this subject.



Learning outcomes

At the end of the course, the student must be able to prove that he/she has acquired the following learning outcomes:

- R1 The student will be able to use pre-intermediate level English grammatical structures.
- R2 The student will be able to read a variety of English-language texts related to the business world and understand them satisfactorily.
- R3 The student will be able to write a variety of simple documents in English, using mechanisms of coherence and cohesion at the intermediate level, and some of a more complex nature.
- R4 The student will be able to understand a recording, conversation, radio program, etc. in English at an intermediate level related to business topics and answer general and specific information about the recording.
- R5 The student will be able to transmit information and ideas at an oral level on both abstract and concrete topics, making a minimum of mistakes that do not hinder the listener's comprehension.
- R6 The student will be able to defend arguments and negotiate with colleagues until a conclusion is reached.
- R7 The student will be able to work in a team through oral or written exercises in which a final decision must be made.
- R8 The student will be able to have a multicultural vision by learning about other customs and cultures, for which English is the common communication tool.



Competencies

Depending on the learning outcomes, the competencies to which the subject contributes are (please score from 1 to 4, being 4 the highest score):

BASIC		Weighting			
		1	2	3	4
CB1	That students have demonstrated knowledge and understanding in an area of study that is at the core of general secondary education, and is often at a level that, while supported by advanced textbooks, also includes some aspects that involve knowledge from the cutting edge of their field of study.	X			
CB2	That students know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study.	X			
CB3	That students have the ability to gather and interpret relevant data (usually within their area of study) to make judgments that include reflection on relevant social, scientific or ethical issues.		X		
CB4	That students can convey information, ideas, problems and solutions to both specialized and non-specialized audiences.		X		
CB5	That students have developed those learning skills necessary to undertake further studies with a high degree of autonomy.	X			
GENERAL		Weighting			
		1	2	3	4
CG0	Speaking well in public.	X			
CG2	Adequate management of time and resources.	X			
CG3	Capacity to apply knowledge into practice.	X			
CG4	Capacity to handle information from different sources.	X			
CG5	Oral and written communication.		X		



CG10	Basic knowledge of a second language.		X		
CG15	Interpersonal relationship skills.	X			
CG16	Self-confidence and decision making.	X			
CG17	Ability to issue reports on specific company and market situations.	X			
CG19	Commitment, responsibility and ethical sense.	X			
CG20	Development of values related to the principles of equal opportunities between men and women, universal accessibility for people with disabilities and, in general, democratic values and a culture of peace.	X			

SPECIFIC		Weighting			
		1	2	3	4
CE2	Identify the constitutive aspects of an organization (e.g. goals and objectives, ownership, size, culture, etc.).	X			
CE9	Identify potential sources of useful economic information and their content.	X			
CE14	To understand the potential impact of aspects related to the macro- and microeconomic environment and its institutions on business organizations (e.g. the monetary and financial system, domestic markets)	X			
CE15	Ability to obtain, from the data, valuable information for decision making.	X			
CE16	Technical understanding, writing and communication in a second language, especially in English.		X		
CE18	Ability to integrate in any functional area of a company and develop different tasks related to its management.	X			
CE19	Empathy and ability to understand others.	X			
CE20	Capacity for negotiation and problem-solving.	X			



Assessment system for the acquisition of competencies and grading system

In-class teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5	15,00%	Objective Tests
R1, R2, R3, R4, R5, R6, R7, R8	25,00%	Conduct of Theory-Practice
R1, R2, R3, R4, R5, R6, R7, R8	10,00%	Class attendance and participation
R1, R2, R3, R4, R5	50,00%	Final Exam

Observations

The students are required to get a minimum of 40% in every section of the assessment in order to qualify for the summative evaluation.

Online teaching

Assessed learning outcomes	Granted percentage	Assessment method
R1, R2, R3, R4, R5, R6, R7, R8	5,00%	Attendance and participation in the activities of synchronous communication
R1, R2, R3, R4, R5, R6, R7, R8	25,00%	Conduct of deliverables
R1, R2, R3, R4, R5, R6, R7, R8	15,00%	Regular evaluations through online questionnaires.
R1, R3, R6, R7, R8	5,00%	Participation in discussion forums
R1, R2, R3, R4, R5	50,00%	Final on-site assessment.

Observations

Students must score a minimum of 40% on each section of the assessment to be eligible for the summative assessment.



MENTION OF DISTINCTION:

According to Article 22 of the Regulations governing the Evaluation and Qualification of UCV Courses, the mention of "Distinction of Honor" may be awarded by the professor responsible for the course to students who have obtained, at least, the qualification of 9 over 10 ("Sobresaliente"). The number of "Distinction of Honor" mentions that may be awarded may not exceed five percent of the number of students included in the same official record, unless this number is lower than 20, in which case only one "Distinction of Honor" may be awarded.

Learning activities

The following methodologies will be used so that the students can achieve the learning outcomes of the subject:

- M1 Problem solving, commentaries, summaries to hand in periodically.
- M3 Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.
- M5 Group work sessions supervised by the professor. Case studies, diagnostic tests, problems, field work, computer room, visits, data search, libraries, on-line, Internet, etc. Meaningful construction of knowledge through interaction and student activity.
- M7 Supervised monographic sessions with shared participation.
- M9 Application of multidisciplinary knowledge.
- M11 Personalized and small group attention. Period of instruction and / or orientation conducted by a tutor with the objective of reviewing and discussing the materials and topics presented in classes, seminars, readings, conducting work, etc.
- M13 Set of oral and/or written tests used in initial, formative or additive assessment of the student.
- M14 Student study: Group Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions.
- M16 Group preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or submitted in theoretical lectures, practical and/or small-group tutoring sessions.



- M17 Teacher presentation of contents, analysis of competences, explanation and in-class display of skills, abilities and knowledge.
- M19 Groupwork sessions in the chat under supervision of the lecturer. Analysis of economic and business case studies, both real and fictitious, in order to build knowledge through the student's interaction and activity. Critical analysis of values and social commitment.
- M21 Monographic sessions though the semester, which will be aimed at current aspects and applications of the subject.
- M23 Set of written or oral tests used for the initial, formative or cumulative assessment of the student.
- M25 Student study: Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission in electronic format.
- M27 Individual support for the monitoring and orientation of the learning process. It will be carried out by a lecturer and will pursue the revision and discussion of the materials, topics, readings, tasks, etc.
- M29 Group preparation of readings, essays, problem solving, seminars, papers, reports, etc., for their discussion or submission.
- M31 Participation in discussion forums related to the subject under the supervision of the lecturer.



IN-CLASS LEARNING

IN-CLASS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
On-campus Class M3, M5, M9, M16	R1, R2, R3, R4, R5, R6, R7, R8	22,50	0,90
Practical Class M5, M7, M9, M11, M14, M16	R1, R2, R3	15,00	0,60
Seminar M5, M7	R1, R2, R3, R4, R5, R6, R7, R8	4,50	0,18
Group Presentation of Papers M14, M16	R1, R2, R3, R5, R6	6,00	0,24
Office Assistance M11	R1, R5, R6, R8	6,00	0,24
Assessment M13	R1, R2, R3, R4, R5, R6, R7, R8	6,00	0,24
TOTAL		60,00	2,40

LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M5, M7, M9, M14, M16	R1, R2, R3, R4, R5, R6, R7, R8	30,00	1,20
Independent Work M5, M9, M13, M14	R1, R2, R3, R4, R5, R6, R7, R8	60,00	2,40
TOTAL		90,00	3,60



ON-LINE LEARNING

SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Virtual Session M17, M21, M25, M27, M29, M31	R1, R2, R3, R4, R5, R6, R7, R8	4,00	0,16
Synchronous Virtual Practical Session M1, M17, M19, M21, M23, M25, M27, M29, M31	R1, R2, R3, R4, R5, R6, R7, R8	4,00	0,16
Seminar and Synchronous Virtual Videoconference M17, M21, M31	R1, R2, R3, R4, R5, R6, R7, R8	4,00	0,16
On-site or Synchronous Virtual Assessment M23, M25	R1, R2, R3, R4, R5, R6, R7, R8	3,00	0,12
TOTAL		15,00	0,60

ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M1, M17, M19, M21, M25, M29	R1, R2, R3, R4, R5, R6, R7, R8	60,00	2,40
Tutorial Support Sessions M17, M27, M29	R1, R2, R3, R4, R5, R6, R7, R8	5,00	0,20
Group Work M19, M25, M29, M31	R1, R2, R3, R4, R5, R6, R7, R8	10,00	0,40
Discussion Forum M17, M19, M31	R1, R2, R3, R4, R5, R6, R7, R8	10,00	0,40
Continuous Assessment Tasks M1, M23, M25, M29	R1, R2, R3, R4, R5, R6, R7, R8	50,00	2,00
TOTAL		135,00	5,40



Description of the contents

Description of the necessary contents to acquire the learning outcomes.

Theoretical contents:

Content block	Contents
Unit 1 Corporate culture	<ul style="list-style-type: none">·Vocabulary: elements of corporate culture·Grammar: future continuous and future perfect simple, phrases with be·Oral: presenting yourself·Writing: formal and informal written documents; a news blog,
Unit 2- Training and development	<ul style="list-style-type: none">·Vocabulary: Human resources·Grammar: modal verbs in passive, linking words·Oral: team communication·Writing: a memo outlining action points, an email
Unit 3- Finance	<ul style="list-style-type: none">·Vocabulary: finance and economic crises·Grammar: expressing certainty and probability; position of adverbs; articles·Oral: discussing changes, asking for clarification· Writing: report explaining your investment decision
Unit 4- Digital Business	<ul style="list-style-type: none">·Vocabulary: finance and economic crises·Grammar: expressing certainty and probability; position of adverbs; articles·Oral: discussing changes, asking for clarification· Writing: report explaining your investment decision
Unit 5- Performance	<ul style="list-style-type: none">·Vocabulary: rewarding performance·Grammar: linking words, phrasal verbs· Oral: concessions and compromises in your own life; talking about the results of a negotiation ?·Writing: a performance review summary



Unit 6- Ethics

- Vocabulary: business ethics
- Grammar: Conditional (2): the third conditional;
expressing cause and result
- Oral: discussing an organization's ethical performance
- Writing: writing a newsletter

Unit 7- Change

- Vocabulary: change management
- Grammar: Reported speech;
- Oral: telling and reporting a story
- Writing: telling a story; writing a press release

Unit 8- Leadership

- Vocabulary: Leadership
- Reading: Business leaders need neuroscience
- Grammar: Relative clauses
- Speaking: Truth or lie game using relative clauses
- Language: Giving and responding to feedback
- Listening: Managing a team meeting
- Writing: Email about decisions made by Board of Directors

Final Oral tests

Oral tests done in pairs, as a part of the final assessment



Temporary organization of learning:

Block of content	Number of sessions	Hours
Unit 1 Corporate culture	3,00	6,00
Unit 2- Training and development	4,00	8,00
Unit 3- Finance	3,00	6,00
Unit 4- Digital Business	4,00	8,00
Unit 5- Performance	3,00	6,00
Unit 6- Ethics	3,00	6,00
Unit 7- Change	4,00	8,00
Unit 8- Leadership	3,00	6,00
Final Oral tests	3,00	6,00



References

CLASS MATERIAL

Dubicka I. et al. (2018). Business Partner B1+ with Digital Resources Coursebook. Essex, Pearson Education Limited.

Evans, Lynne (2018). Business Partner B1+ with Digital Resources Workbook. Essex, Pearson Education Limited. Students are required to bring their own books to class.

Dubicka, I. et al. (2018): Business Partner B2. Student's Coursebook with Digital Resources. Essex: Pearson Education Limited.

Barrall, I. & Wright, L. (2018). Business Partner B2+ Workbook. Essex: Pearson Education Limited.

COMPLEMENTARY BIBLIOGRAPHY

Cambridge BEC Vantage. Practice tests, Self-Study edition. Cambridge: Cambridge University Press. (Sirve cualquier libro de tests de años anteriores).

Brieger, Nick (2012). English for Business: Writing. Harper Collins Publishing.

Estwood, J. (1992). Oxford Practice Grammar. Second Edition with Tests. Oxford: Oxford University Press.

Mascull, B. (2002) Business Vocabulary in Use. Cambridge University Press

Murphy, R. (1990). Essential Grammar in Use with answers. Cambridge: Cambridge University Press (level B1)

Murphy, R (1995). English Grammar in Use. Cambridge: Cambridge University Press.

Hewings, M. (2013). Advanced Grammar in Use with Answers. Cambridge: Cambridge University Press.

Robbins, S. (2004) Business Vocabulary in Practice. HarperCollins Publishers



Addendum to the Course Guide of the Subject

Due to the exceptional situation caused by the health crisis of the COVID-19 and taking into account the security measures related to the development of the educational activity in the Higher Education Institution teaching area, the following changes have been made in the guide of the subject to ensure that Students achieve their learning outcomes of the Subject.

Situation 1: Teaching without limited capacity (when the number of enrolled students is lower than the allowed capacity in classroom, according to the security measures taken).

In this case, no changes are made in the guide of the subject.

Situation 2: Teaching with limited capacity (when the number of enrolled students is higher than the allowed capacity in classroom, according to the security measures taken).

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject will be made through a simultaneous teaching method combining onsite teaching in the classroom and synchronous online teaching. Students will be able to attend classes onsite or to attend them online through the telematic tools provided by the university (videoconferences). In any case, students who attend classes onsite and who attend them by videoconference will rotate periodically.

In the particular case of this subject, these videoconferences will be made through:

☒ Microsoft Teams

☐ Kaltura



Situation 3: Confinement due to a new State of Alarm.

In this case, the following changes are made:

1. Educational Activities of Onsite Work:

All the foreseen activities to be developed in the classroom as indicated in this field of the guide of the subject, as well as the group and personalized tutoring, will be done with the telematic tools provided by the University, through:

☒ Microsoft Teams

☐ Kaltura

Explanation about the practical sessions:



2. System for Assessing the Acquisition of the competences and Assessment System

ONSITE WORK

Regarding the Assessment Tools:

☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.

☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System:



ONLINE WORK

Regarding the Assessment Tools:

- ☒ The Assessment Tools will not be modified. If onsite assessment is not possible, it will be done online through the UCVnet Campus.
- ☐ The following changes will be made to adapt the subject's assessment to the online teaching.

Course guide		Adaptation	
Assessment tool	Allocated percentage	Description of the suggested changes	Platform to be used

The other Assessment Tools will not be modified with regards to what is indicated in the Course Guide.

Comments to the Assessment System: