



## 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:** Accounting, Finance, and Management Control

**Type of learning:** Classroom-based learning / Online

**Languages in which it is taught:** English

### Lecturer/-s:

301A	<u>Maria Rosario Mora Llabata</u> (Responsible Lecturer)	mr.mora@ucv.es
301B	<u>Maria Rosario Mora Llabata</u> (Responsible Lecturer)	mr.mora@ucv.es
301C	<u>Clara Gieure Sastre</u> (Responsible Lecturer)	clara.gieure@ucv.es
	<u>Maria Rosario Mora Llabata</u>	mr.mora@ucv.es
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## 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 25/26
		Business English I	6,00	1/1
		Business English II	6,00	2/2

## Recommended knowledge

It is recommended that students who are going to take the course **Business English 1** have a minimum **B1 level** according to the **Common European Framework of Reference for Languages (CEFR)**.



## 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





## 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, R6, R7, R8	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, R6, R7, R8	50,00%	Final Exam

### Observations

#### FINAL EXAM

Students must achieve a minimum of 4 points in each skill (Reading, Writing, Listening, Speaking, English in Use) in the final exam in order for the teachers to be able to assess the exam. Students must obtain a minimum of 40% in each section of the final exam in order to be eligible for summative assessment.

**2ND CHANCE** Students who have failed the 1st sitting must take a written final exam worth 80% of the total course grade and an oral exam worth 20%. If a student has already passed the oral exam, this grade will be kept by the lecturer and the student will therefore not be required to repeat the oral test.

#### MENTION OF DISTINCTION:

The mention of "Honors" may be awarded to students who have obtained a grade equal to or greater than 9.0. Their number may not exceed five percent of the students enrolled in a group in the corresponding academic year, unless the number of students enrolled is lower.

### 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, R2, R3, R4, R5, R6, R7, R8	5,00%	Participation in discussion forums
R1, R2, R3, R4, R5, R6, R7, R8	50,00%	Final on-site assessment.

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### FINAL EXAM

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## 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, M7, M9, M11, M16	R1, R2, R3, R4, R5, R7, R8	23,00	0,92
Practical Class M3, M9, M13	R4, R5, R7	15,00	0,60
Seminar M3, M5	R1, R7	4,00	0,16
Group Presentation of Papers M3, M5, M7, M9	R1, R2, R3, R5, R7, R8	6,00	0,24
Office Assistance M7	R1, R2, R3, R4, R5, R6, R7, R8	6,00	0,24
Assessment M5, M7	R1, R2, R3, R4, R5, R6, R7, R8	6,00	0,24
<b>TOTAL</b>		<b>60,00</b>	<b>2,40</b>

### LEARNING ACTIVITIES OF AUTONOMOUS WORK

	LEARNING OUTCOMES	HOURS	ECTS
Group Work M3, M5, M9	R7	30,00	1,20
Independent Work M14	R1, R2, R3, R4, R5, R6, R7, R8	60,00	2,40
<b>TOTAL</b>		<b>90,00</b>	<b>3,60</b>



## ON-LINE LEARNING

### SYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Synchronous Virtual Session M1, M17, M19	R1, R2, R3, R4, R5	4,00	0,16
Synchronous Vitual Practical Session M1, M19	R1, R2, R3, R4, R5, R7, R8	4,00	0,16
Seminar and Synchronous Virtual Videoconference M17, M19, M31	R4	4,00	0,16
On-site or Synchronous Virtual Assesment M23	R1, R2, R3, R4, R5, R6, R7, R8	3,00	0,12
<b>TOTAL</b>		<b>15,00</b>	<b>0,60</b>

### ASYNCHRONOUS LEARNING ACTIVITIES

	LEARNING OUTCOMES	HOURS	ECTS
Individual Work M25	R1, R2, R3, R4	84,00	3,36
Tutorial Support Sessions M27	R1, R5, R6	5,00	0,20
Group Work M1, M19, M29	R7	10,00	0,40
Discussion Forum M31	R5, R6	30,00	1,20
Continuous Assessment Tasks M23, M29	R1, R2, R3, R4, R5, R6, R7, R8	6,00	0,24
<b>TOTAL</b>		<b>135,00</b>	<b>5,40</b>



## Description of the contents

Description of the necessary contents to acquire the learning outcomes.

### Theoretical contents:

Content block	Contents
Introduction	Course introduction
Unit 1- Organisation	<ul style="list-style-type: none"><li>·Vocabulary: roles and responsibilities, greetings,introductions and goodbyes.</li><li>·Grammar: future forms:present simple, present continuous and be going to</li><li>·Oral: making introductions and contacts at an event.</li><li>·Writing: an email about future plans and arrangements</li></ul>
Unit 2- Brands	<ul style="list-style-type: none"><li>•Vocabulary: Marketing and brands</li><li>•Grammar: Connectors</li><li>•Oral: Giving and responding to advice. Presentations</li><li>•Writing: Formal and semi- formal emails</li></ul>
Unit 3- Job hunting	<ul style="list-style-type: none"><li>•Vocabulary: Getting a job.</li><li>•Grammar: Indirect questions. Past Simple and Present Perfect.</li><li>•Oral: Active listening. Interviews</li><li>•Writing: Covering letters</li></ul>
Unit 4- Business Strategy	<ul style="list-style-type: none"><li>•Vocabulary:Collocations and Word building.</li><li>•Grammar: Modal verbs:obligation, prohibition,necessity, recommendation.</li><li>•Oral: offering and asking for help</li><li>•Writing: reports outlining problems, reasons and results.</li></ul>
Unit 5 - Logistics	<ul style="list-style-type: none"><li>•Vocabulary: logistics and word building. Agreeing and disagreeing. Negotiating</li><li>•Grammar: Passive forms</li><li>•Oral: Discuss controversial proposals. Negotiating.</li><li>•Writing: Letter of complaint.</li></ul>



## Unit 6- Entrepreneurs

- Vocabulary: Running a business.Objections
- Grammar Reported Speech
- Oral: Dealing with objections
- Writing: Summaries

## Unit 7- Working abroad

- Vocabulary: Running a business.Objections
- Grammar Reported Speech
- Oral: Dealing with objections
- Writing: Summaries

## Unit 8- Leadership

- Vocabulary: Leadership.
- Grammar: Relative clauses
- Oral: Giving and responding to feedback.
- Writing: Formal emails to inform of decisions made.

## Final oral test

Oral tests will be done in pairs or small groups, as a part of the final assessment.



## Temporary organization of learning:

Block of content	Number of sessions	Hours
Introduction	2,00	4,00
Unit 1- Organisation	3,00	6,00
Unit 2- Brands	3,00	6,00
Unit 3- Job hunting	3,00	6,00
Unit 4- Business Strategy	3,00	6,00
Unit 5 - Logistics	3,00	6,00
Unit 6- Entrepreneurs	4,00	8,00
Unit 7- Working abroad	3,00	6,00
Unit 8- Leadership	3,00	6,00
Final oral test	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 (hard copy or online version) to class.

### 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.

Hewings, M. (2013). Advanced Grammar in Use with Answers. Cambridge: Cambridge University Press (level C1).

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.; (2019). English Grammar in Use, fifth edition. Cambridge: Cambridge University Press (level B2)

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