**ENGLISH FOR BUSINESS**

Dott.ssa Elisa Dakin

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The course aims to develop and consolidate effective language skills in Business English with particular emphasis on finance.

During the course, the students will practice and consolidate all four language skills (reading, writing, listening, and speaking) in the context of Business English, and will also reinforce fundamental academic writing skills useful both in the academic context and in their future careers.

At the end of the course, the students will be better able to:

- use a good range of grammar structures in the context of Business English

- utilize expanded vocabulary related to general business situations with a focus on the financial sector

- speak fluently and with confidence about various business topics using the correct terminology

- develop basic skills to deal with people in business situations (telephoning- writing formal and informal emails- negotiating)

- write and read basic business reports, emails, and memos

- increase their knowledge of key business concepts worldwide and identify differences and similarities in different cultural contexts

- produce and deliver effective presentations

***COURSE CONTENT***

The course aims to **consolidate** both grammar and lexis (level B2) using a wide range of materials that will allow students to practice all four language skills.

**Grammar:**

* Affirmative, negative and interrogative sentences; wh- questions (what, where, when, who, whose, which, why).
* Word order
* Tenses: present simple, present continuous, present prefect simple and continuous, past simple and past continuous, past perfect simple and continuous, future con will, shall, be going to, present continuous and present simple, future continuous, future perfect simple e future perfect continuous.
* Imperative and Future in the Past.
* Unreal tenses: wish, would rather, if only.
* Modals: can, could, will, would, shall, should, may, might, ought to
* Forms of obligation: must, have to, need, make, let, get, to be allowed to
* Used to and get/be used to + gerund/noun.
* Zero Conditional; First Conditional; Second Conditional; Third Conditional;
* Passives
* Indirect speech and reported speech; reporting verbs; reporting verb passives (it is said that… / he is said to be…)
* Verb patterns
* Nouns and numerals
* Articles

• Adjectives, adverbs

• Compartive and superltive forms

• Prepositions and linkers

**Vocabulary**

* Business Cultures/Management Styles
* Finance, Money and Banks / Accounting
* Customer Service
* Marketing
* Building Relationships and Networking
* Human Resources/Team Building
* Changing careers and job interviews
* Business English Collocations/Phrasal Verbs
* Risk Management
* Mergers and Acquisitions

Functional language

* Writing a professional profile
* Making arrangements
* Discussing and reaching agreement/negotiating
* Giving opinions, advice and suggestions/ team meetings
* Writing reports

Presentation skills:

* planning effective introductions and conclusions
* using effective discourse markers
* including visual aids and examples
* speaking at the right speed/ pausing and phrasing
* fielding questions

***TEXTBOOK***

-David Cotton, David Falvey, Simon Kent

MARKET LEADER UPPER INTERMEDIATE 3rd Edition Extra - Premium Digital Edition

Ebook with Audio, Video, and access to MyEnglishLab

(My GrammarLab included in the platform)

-LONGMAN, *Business English Dictionary,* Longman, Harlow (ult. ed.). (Optional)

***ASSESSMENT METHOD AND CRITERIA***

A written test, followed by an oral exam.

The written test – based on open cloze questions, cloze tests, and multiple choice questions – will be focused on the grammar and vocabulary included in the course programme. Students will be assessed on their knowledge of the formal structures and the expressions of the English language, corresponding to the intermediate and upper-intermediate level. The maximum score is 30/30.

The oral exam, instead, will be based on the course syllabus and the practical activities carried out in class. Students will be assessed on their presentation skills on a topic at their choice.The maximum score is 30/30.

The final mark will be calculated on the average between the two exams.

***NOTES AND PREREQUISITES***

Students should have a good knowledge of the English language, corresponding to the B1+ -level of the Common European Framework of Reference for Languages.

There will be an informal placement test the first day of class.