**English for Management and Communication**

Prof. Cadei Marina

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

The course aims to provide students with the necessary knowledge and skills for effective negotiation and business communication in English. At the end of the course, students will have consolidated grammar knowledge and written/oral production and comprehension skills at level B2 of the Common European Framework of Reference for languages. Students will also be able to use business English terminology, understand and analyse business texts, conduct and interact during negotiations.

***COURSE CONTENT***

The course will focus on the consolidation and expansion of level B2 grammatical structures with particular emphasis on *present simple, present continuous, present perfect simple, present perfect continuous, past simple, past perfect simple, past perfect continuous, active and passive forms, future expressions, modal verbs, adverbs, gerunds and infinitives, conditional sentences, sentence structure, prepositions.* The following lexical macro areas will also be explored: *communication, marketing, building relationships, success, risk, management style, team building, customer service, crisis management*. At the same time, students will develop written and oral comprehension skills, as well as written and oral production skills. In particular, students will work on the creation of presentations and on the structures used during negotiations.

***READING LIST***

Compulsory textbooks

D. Cotton-D. Falvey-S. Kent, *Market Leader Upper Intermediate,* *Business English Course Book* (3rd Edition), Pearson

Additional material will be made available on the Blackboard platform. *Students are required to visit it periodically in all its parts and to know its contents*.

Suggested reading materials:

M. Foley-D. Hall, *My Grammar Lab, Intermediate B1-B2* with key, Pearson

***TEACHING METHOD***

Lectures, practical activities, group works requiring the active participation of students.

***ASSESSMENT METHOD AND CRITERIA***

The exam is divided into two parts, both of which are compulsory for all students:

1. a *group assignment*, that must be submitted during the course:
* it can be a Power Point presentation on a topic selected in class related to their field of study, lasting 8-10 minutes. The topic at the basis of the presentation will be defined with the lecturer during classes or by email. For non-attending students, the test will take place after the second part of the exam and will be focused on the study of the texts contained in the textbook of reference.
1. a final *written exam* consisting of a listening, a *use of English* (that is to say, grammar and vocabulary), a reading comprehension, and a writing test.

The group assignment will award students with up to a maximum of 3 points, to be added to the mark obtained in the written exam.

***NOTES AND PREREQUISITES***

Students must have intermediate knowledge of the English language and, more specifically, must be able to:

* understand the key points of a speech on familiar topics and related to their field of study;
* interact in the most common situations that may occur while traveling or in the workplace;
* produce simple texts on familiar personal or professional topics;
* describe experiences and events, briefly explain reasons and give explanations on opinions and projects.

*In case the current Covid-19 health emergency does not allow frontal teaching, remote teaching will be carried out following procedures that will be promptly notified to students.*

***OFFICE HOUR***

Meetings with the Professor can be scheduled via email: marina.cadei@unicatt.it