# English for Business and finance – Second level

## Prof. Francesca Seracini

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

The course aims to enable students to develop the linguistic competences necessary to understand and produce specialised texts in the area of business and finance, taking into consideration the communicative purpose and the intended target audience. The students will acquire an awareness of the structure, the linguistic features and the communicative strategies characterising English texts of various degrees of specialisation from sources such as business enterprises and international organisations. At the end of the course, the students are also expected to be able to write effective CVs, successfully attend job interviews, communicate effectively in the workplace and build professional relationships in their field.

***COURSE PROGRAMME***

* Understanding specialised texts from companies and international organisations: textual structure, linguistic features, terminology and communicative strategies;
* Writing a CV and a personal profile;
* Preparing for a job interview;
* Negotiating: bargaining, checking understanding, signalling, agreeing and disagreeing;
* Networking and communicating informally in the workplace.

***READING LIST [[1]](#footnote-1)***

MacKenzie I. 2008. *English for the Financial Sector.* Cambridge. Cambridge University Press. [*Acquista da VP*](https://librerie.unicatt.it/scheda-libro/mackanzie-ian/english-for-the-financialsector-students-book-9780521547253-246160.html)

Additional texts and materials will be communicated in class and through Blackboard.

***TEACHING METHOD***

Interactive lectures, groupwork, task-based learning. Students are expected to take an active role in classes.

If the health situation caused by the COVID-19 pandemic prevents teaching in the classroom, students will be notified in good time of the alternative lessons which will be provided via the online platforms used by the University.

***ASSESSMENT METHOD AND CRITERIA***

Students will be assessed on written assignments (50% of the mark) to be submitted prior to the exam date (deadlines will be notified via Blackboard) and on a final oral exam (50% of the mark). Class participation will also be considered. The evaluation will be based on: 1) knowledge of course contents, 2) language accuracy, 3) appropriate use of terminology and functional language, 4) awareness and correct use of the linguistic elements, style and register characterising specialised texts.

***NOTES AND PREREQUISITES***

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.

During the semester Prof. Seracini’s office hours will take place on a weekly basis upon appointment.

1. I testi indicati nella bibliografia sono acquistabili presso le librerie di Ateneo; è possibile acquistarli anche presso altri rivenditori. [↑](#footnote-ref-1)