## **Advanced Business English**

## Prof. Laura Belloni

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

The course aims to mainly promote the improvement of communication skills in various ESP areas, in particular upper-intermediate level Business English.

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

1. demonstrate strong knowledge of fundamental language structures through a variety of exercises done and commented in class and individually at home
2. develop their knowledge of general and business English vocabulary, and therefore become able to face all the typical situations of a working environment (e.g. answering phone calls, drafting emails and commercial letters, creating and discussing presentations, joining meetings, etc.);
3. have acquired adequate listening skills through listening exercises in class – and optional ones at home- with immediate comprehension activities.
4. have incremented their oral production skills by learning communication strategies that call for critical and pragmatic skills, in order to be able to act in society through communication.

***COURSE CONTENT***

The course consists of four aspects that highlight the corresponding fundamental language skills that will be studied during the year:

1. *Reading* – it focuses on the critical and analytical reading of texts provided by *Business Partner* (especially articles taken from specialised magazines) and further material that will eventually be made available on Blackboard.
2. *Writing* – it focuses primarily on exercises that aim to strengthen language structures. Learning the general layout of emails and formal letters and the ability to independently write a basic business correspondence completes the acquisition of this type of skill.
3. *Listening* – it focuses on improving listening skills withexercises in class and at home.
4. *Speaking* – it focuses on getting the necessary language skills to face a conversation with greater fluency and confidence. In addition to *general English*, a necessary starting point that will help students immerse themselves in real life situations for language in its context, the course will include specialized vocabulary in order to face effective communication in the workplace. Multimedia support, adequate group work presented in class by students and their active participation will be necessary to make learning profitable and engaging.

***READING LIST***

Compulsory text:

Hogan, Wright, Rosenberg, Dubicka, Dignen, Business Partner B2 + Coursebook (Upper Intermediate) + MyEnglishLab, Pearson, ISBN 9781292249001

Optional:

P. Strutt, Business Grammar and Usage, Pearson, ISBN 9781408220085

Further material will eventually be made available by the lecturer during the course on Blackboard.

***TEACHING METHOD***

Lectures with multimedia aids, group work presented by students in class.

***ASSESSMENT METHOD AND CRITERIA***

Written exam aimed to test the students’ linguistic, communicative, and critical skills with regard to the topics explained during the course.

The written exam will consist in 31 different kinds of closed-ended questions (mostly multiple choice, true / false, gap-filling, ordering, and matching linguistic elements like words, sentences or other fragments). Students will be tested on their knowledge of syntax, grammar, general and business English vocabulary; furthermore, the exam will be based on the texts indicated in the reading list and the material that will be made available on Blackboard.

***NOTES AND PREREQUISITES***

What published in this programme must be considered as preliminary and subject to possible changes due to specific educational needs. Therefore, for the final exam the final programme will be published by the lecturer on Blackboard during the course.

*Students are required to visit Blackboard regularly in all its areas and to know its content.*

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.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG, or on the Faculty notice board.