# Business English (BA degree course, late afternoon-evening)

## Prof. Jonathan Villis

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

The course has the objective of revising and building on basic linguistic skills within the context of business communication in English.

Particular attention will be given to the analysis and production of written texts and to oral comprehension and production.

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

1. have consolidated their prior syntactic-structural knowledge and improved their ability to understand both written and oral text;

2. be able to apply this knowledge to the reading, comprehension and translation of written texts, and to oral production;

3. be able to autonomously interpret the data obtained from texts;

4. be able to re-process the data from examined texts in the form of written or oral production;

5. be able to use the acquired knowledge for the interpretation, translation and production of written or oral texts.

***COURSE CONTENT***

The course is focuses on the integrated revision of basic grammar, vocabulary and structures of the English language, along with learning the main expressive elements of business English.

To this end, the linguistic revision and consolidation will be based on the following morphosyntactic foundations:

- Present tenses: simple, continuous, perfect, perfect continuous.

- Past tenses: simple, continuous, perfect, perfect continuous.

- Future tenses: simple, continuous, perfect, perfect continuous.

- Sentence structure.

- Vocabulary.

Further in-depth revision will be conducted by examining financial-economic texts chosen by the lecturer.

***READING LIST***

Compulsory texts

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

Recommended reading for non-attending students

J. Rogers, *Market Leader Intermediate,* Business English Practice File, 3rd Edition, Pearson.

M. McCarthy-J. McCarten-D. Clark-R. Clark, *Grammar for Business (with Audio CD),* Cambridge University Press, last edition.

Suggested dictionaries

*Oxford Advanced Learner’s Dictionary*, Oxford University Press, last edition (also available online).

A. Tuck (eds.), *Oxford Dictionary of Business English for Learners of English,* Oxford University Press, last edition.

F. Picchi, *Economics and Business. Dizionario Enciclopedico e Commerciale Inglese-Italiano,* *Italiano-Inglese*, Zanichelli, last edition.

***TEACHING METHOD***

Frontal lectures with multimedia aids.

Discussions of Case Study;

Role Playing;

Group activities.

***ASSESSMENT METHOD AND CRITERIA***

A written exam divided into three parts:

Listening comprehension.

Grammar and Vocabulary.

Reading Comprehension and *possible* production of a short written text.

Students who pass the written exam will be allowed to take an *optional* supplementary oral exam in English.

Further information will be provided at the beginning of the course and published on *Blackboard*.

***NOTES AND PREREQUISITES***

This information is subject to change according to educational requirements. Modifications will be published in the online version of this course programme, available from the lecturer’s online classroom and on *Blackboard* webpage. *Students are required to check all sections of this regularly and to familiarise themselves with the 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.