# English for Business and Finance – First level

## Prof. Amanda Murphy

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

The course aims to develop effective communicative written and oral skills in international Business English, with a particular focus on the language of banking and finance.

At the end of the course the student is expected to be able to:

* demonstrate knowledge of relevant financial and banking terminology in English;
* take notes and summarise financial news and data;
* produce and deliver effective written reports and oral presentations;
* understand written and oral international communications regarding financial documents.

***COURSE CONTENT***

Course programme

– Key terminology of banking and finance;

– Reading news about the banking and financial systems;

– Writing conventions in international business communication

– Taking notes, summarising, and writing reports;

– Intensive listening and participation in discussions;

– Presentations with visual supports (slides, etc.).

***READING LIST***

English for the Financial Sector, Ian MacKenzie, Cambridge University Press.

Materials from online specialised websites (including the European Central Bank, European Financial Institutions, World Bank).

***TEACHING METHOD***

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

***ASSESSMENT METHOD AND CRITERIA***

Students will be assessed on two written tasks during the course (50%), on the lexis and terminology studied during the course (25%) delivered via Blackboard, and on a group oral presentation (25%).

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.

***NOTES AND PREREQUISITES***

Students must possess the course book before the start of lessons.

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