# 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 language competences necessary to communicate effectively in the workplace in English both in oral and written form.

At the end of the course the students are expected to be able to conduct negotiations and organise, chair and attend meetings in English. The students will also acquire an awareness of the structure, linguistic features, terminology and communicative strategies characterising English texts of various degrees of specialisation in the area of business and finance 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, personal profiles and successfully attend job interviews in English.

*Transferable skills*

The students are expected to advance their communication skills and their ability to build professional relationships in their field.

***COURSE PROGRAMME***

* Negotiations: opening/concluding a negotiation, making proposals, counter-proposals, conditional offers, dealing with conflict, bargaining, checking understanding, signalling, listening actively.
* Meetings: asking for and giving opinions, agreeing and disagreeing, rephrasing, dealing with interruptions and digressions, using politeness strategies.
* Understanding specialised texts from companies and international organisations: textual structure, linguistic features, terminology and communicative strategies;
* Personal branding: writing a CV and a personal profile; preparing for a job interview.

***READING LIST***

MacKenzie I. 2008. *English for the Financial Sector.* Cambridge. Cambridge University Press.

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***

Sudents may choose between two alternative assessment methods:

1. Written assignments to be submitted by set deadlines during the course (worth 50% of the final mark). A written exam (25% of the final mark) delivered on Blackboard at the end of the course, which will concentrate mainly on the lexical content of the course. A final oral exam (25% of the final mark) assessing the students’ ability to discuss the content, structure, linguistic features, and communicative strategies characterising specialised texts in the area of business and finance.
2. Written assignments to be submitted prior to the exam date (deadlines will be notified via Blackboard) (worth 50% of the final mark). A final oral exam (50% of the final mark), assessing the following: the students’ ability to discuss the content, structure, linguistic features, and communicative strategies characterising specialised texts in the area of business and finance; knowledge of the contents of the course; knowledge of the additional texts and materials communicated in class and through Blackboard.

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.