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**English Language 3 (Professional Communication and Language) - Year 3 Curriculum: Language Expert for Business**

## Gr. A-K e Gr. L-Z: Prof. Costanza Cucchi

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

The course aims to provide students with the knowledge and skills which are needed to interact effectively and write appropriate texts in professional situations. To this purpose, students are introduced to selected constructs and methodologies for the analysis of spoken and written discourse, and are guided in their application to different business genres.

The course also aims to enhance the students’ communicative skills, by encouraging them to participate in the analysis and observation tasks carried out in class. Finally, the course aims to contribute to the development of the students’ learning skills and critical thinking skills. To this purpose, students may engage in an optional learning project, in which they will apply the constructs and methodologies taught in the course to the analysis of topics/texts of their own choice. These texts/topics should be related to their own life and/or the compulsory internship which is integrated in their 3rd year curriculum.

*Knowledge and understanding*

At the end of the course students are expected to have gained an understanding of the theoretical constructs, methodologies and business genres specified in the Contents section.

*Ability to apply knowledge and understanding*

At the end of the course students are expected to be able to analyse spoken and written texts with reference to the constructs, methodologies and genres specified in the Contents section.

*Transferable skills*

At the end of the course students are expected to have enhanced their communicative skills, learning skills and critical thinking skills by participating actively in the analysis and observation tasks in the classroom. These skills may be developed further by engaging in the optional learning project mentioned in the opening section.

***COURSE CONTENT***

*Constructs*

– BELF (Business as a Lingua Franca);

– context of situation;

– context of culture; cultural models.

*Methodologies*

– politeness theory;

– genre analysis;

– conversation analysis;

*Business genres*

– job application letters;

– sales promotion letters;

– for your information letters;

– e-mails;

– company websites;

– advertisements;

– phone calls;

– meetings;

– negotiations.

***READING LIST***

C. Cucchi, *Insights into English Discourse*, EDUCatt, Milan, 2010.

C. Cucchi-A. Murphy, *Spoken and Written Communication at Work*, EDUCatt, Milan, 2011.

C. Cucchi (ed.), *Lingua Inglese III. Readings for ELI students*, EDUCatt, Milan, 2014.

***TEACHING METHOD***

The teaching method includes: technology-enhanced lectures and activities, audio-visual materials, wikis, pair work, individual analysis and observation tasks, self-study.

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 are assessed through a test with mainly fill-in-the blank items (although multiple choice and true of false items may also be present). In the test, students are required to show knowledge of and ability to apply the course contents to excerpts from spoken and written texts, using appropriate terminology.

Students can take the test *in itinere* at the end of the course. In this case, the mark obtained in the test will be valid for one academic year (i.e. February 2024)..

To complement their mark, students may engage in an optional learning project. In the project they are expected to relate what they learnt to their own experience, by using constructs and methodologies of their choice to analyse examples of business genres. Students are also expected to reflect of their learning experience.

*Marking Criteria*

The final mark will be calculated taking into consideration the students’:

a. written and oral communication skills as shown in the weighted average (*media ponderata*) of the language exams (*prove intermedie*). The written language exam will count 1/6 for the final mark, and the oral language exam will count 2/6 for the final mark;

b. knowledge of the course contents and ability to analyse the features detailed in the Course Content section. For the students’ engaging in the optional learning project: learning skills, critical thinking skills, communicative competence.

***NOTES AND PREREQUISITES***

All students must enrol in the course on Blackboard.

The final mark for English Language III (Language and Professional Communication) (13 CFU) represents both the language exams (i.e. the written and oral prove intermedie) and the English linguistics exam for this course (Professional Communication). Students must have finished the English exams of the previous year (i.e. prova intermedia scritta, orale, morfosintassi e lessico) before they attempt any exams in the third year. With the exception of incoming Erasmus students from other universities, students must pass the language exams (prova intermedia scritta e orale) before they take the Professional Communication exam. For Erasmus students, the Professional Communication course (30 hours) is worth 5 CFU.

*Place and time of consultation hours*

During the semester, Prof. Cucchi’s office hours take place on a weekly basis, according to the notices in the Dept of Scienze linguistiche e letterature straniere (Via Necchi 9, III floor). Timetable variations will be communicated through her university webpage.

# English Language Classes (Year 3, First-level Degree)

# L. Arnò, R. Baldi, C. Bell, L. Belloni, F. Caraceni, M. Cruickshank, L. Ferrario, A. Fottrell, S. Liti, P. Prostitis, S.Riglione, J. Rock, J. Villis, L. Williams

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

The course aims to develop students’ oral and written language skills in areas useful to their professional development.

By the end of the course, students are expected to:

– demonstrate understanding of authentic, natural spoken English by answering written comprehension questions accurately;

– be able to converse in English, asking and answering questions at a C1 level about the prescribed texts for the exams;

– demonstrate understanding of a prose passage and write grammatically correct answers to comprehension questions;

– write emails or letters with various communicative functions in a style appropriate to the context, showing knowledge of the norms of written English;

– translate passages from Italian to English and from English to Italian in their area of specialisation, demonstrating accurate grammatical knowledge and appropriate stylistic and lexical knowledge.

***COURSE CONTENT***

Students work on a range of up-to-date materials prepared by their teachers specifically for their curricula, including passages for listening and reading comprehension from newspapers and online sources, and authentic texts relevant to their field of study to translate from English to Italian and vice versa.

***READING LIST***

Each teacher either posts materials on Blackboard or makes a course pack available via EduCatt. Details of the course materials are provided on Blackboard.

Useful extra reading for all curricula:

C. Taylor, *Language to Language*, Cambridge University Press, Cambridge, 1998.

Recommended Reference English grammar:

R. Carter-M. McCarthy, *Cambridge Grammar of English*, Cambridge, 2006.

Students must possess both a monolingual and a bilingual dictionary, which they will bring to the written exam.

Recommended bilingual dictionaries:

*Il Sansoni Italiano-Inglese*, Sansoni, ultima edizione

*Grande Dizionario Hoepli Inglese con CD-ROM*, Hoepli, 2016.

*Il Dizionario Inglese Italiano Ragazzini*, Zanichelli, 2019.

*Oxford Paravia. Il dizionario inglese-italiano, italiano-inglese*, ultima edizione.

Recommended Monolingual dictionaries:

*Advanced Dictionary*, Collins Cobuild, 2017.

*Advanced Learners Dictionary*, Cambridge, 2015.

*Advanced Learners Dictionary*, Oxford, 2015.

*English Dictionary for Advanced Learners*, Macmillan, 2017.

*Longman Dictionary of Contemporary English*, 2014.

***TEACHING METHOD***

Students are divided into courses by area of specialisation and by alphabetical order. The groups are carefully organised so as to avoid overlapping with other languages, and students must stay in their groups. The groups are as follows: Interfacoltà Scienze linguistiche per le relazioni internazionali (LRI)- Group 1 A-CRU; Group 2 L-REC, Group 3 CUR-K, Group 4 RIG-Z; Lingue per l’impresa (LI): Group 5 A-COM, Group 6 L-PRE, Group 7 CON-K, Group 8 PRI-Z; Lingua, Comunicazione e Media (LCM): Group 9 A-K; Group 10 L-Z; Lingue per il Management e per il Turismo (LMT) together with Lingue e Letterature Straniere (LLS): Group 11 A-K, Group 12 L-Z.

Students must enrol in their group on the Blackboard platform, where information is provided about lessons and end of year tests. The lessons are interactive, requiring pair work and group work, as well as self-study at home.

***ASSESSMENT METHOD AND CRITERIA***

Students take a written test (*prova intermedia scritta*) at the end of the second term. The written language test is in two parts. Part 1 consists of two translations, one from English to Italian, the other from Italian to English. In Part 1, both monolingual and bilingual dictionaries may be used, but not special dictionaries (such as exam dictionaries, legal or business dictionaries, collocations dictionaries). Part 2 consists of a reading comprehension with questions, a writing exercise (such as a job application letter or email), and a listening comprehension with a gap-fill exercise. Dictionaries may not be used in Part 2.

At the oral exam, students must be able to discuss readings selected during the year. Listening and speaking skills are assessed in a face-to-face conversation, together with pronunciation, communicative fluency, grammatical accuracy, use of appropriate vocabulary and the ability to interact. Students must demonstrate that they know the contents of the readings and are able to discuss related themes.

The marks obtained in the written and oral tests are combined into a weighted average (*media ponderata*) where the written mark is worth 1/3 and the oral mark 2/3. This weighted average contributes to the final mark, which is obtained after taking the exam in professional communication or literature. The written mark counts for up to 1/6 and the oral mark up to 2/6 of the final mark.

***NOTES AND PREREQUISITES***

The reference point for the organisation of the English Language courses is the email address: celi.inglese@unicatt.it which is managed by the coordinator, prof. Jane Christopher. The president of the final exam commission coincides with the name of a professor of English linguistics (in the third year, Prof. Costanza Cucchi), but the president cannot answer questions about language courses, groups or exams.

It is important that students remain in the course assigned to them so as to ensure evenly-sized language courses.

Any students who do not succeed in passing their written exams are required to attend the remedial course (*corso di recupero*) in the following semester.

*Place and time of consultation hours*

The language teachers are available to talk to students after lessons.

# American English Language Classes – American English and culture

## Coordinator: Prof. Pierfranca Forchini

## Teacher: Michael Bergstein

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

The course in American English and Culture is an elective course for third year BA students and for the students of the Master’s Degree in Language Science (first and second year) (all curricula).

The aim of each module (20 hours, 2 hour-session per week) is to provide students with the opportunity to get to know and deepen their knowledge of American language and culture.

*Knowledge and understanding*

At the end of the course, students are expected to have gained knowledge through the use of written and audio-visual tools of the language and culture of the United States of America (for example, important historical moments and documents, geography, specific cultural values of the American system, music, politics, school and university education systems, among others).

*Transferable skills*

At the end of the course, students are expected to have enhanced their communicative skills in English by participating actively in the tasks in the classroom.

***READING LIST***

P. Forchini, *Focus on* *American English & Culture*,EDUCatt, Milan, 2010, 2nd ed.

***TEACHING METHOD***

Each module is worth 2 CFU and attendance is compulsory.

***ASSESSMENT METHOD AND CRITERIA***

Students are expected to participate actively in the classrooms and evaluation assesses their participation, as well as their performance of a brief oral presentation on topics covered at the end of the module.

***NOTES AND PREREQUISITES***

The course (worth 2 CFUs) can be attended only by students who are in the third year of the *Laurea Triennale* or in the *Laurea Magistrale*. It does not prepare students for the *prove intermedie scritte*, but is an extra course which is particularly useful for oral skills and for those interested in all aspects of language and culture of the United States. Students must enroll in the course by sending an email to Prof. Pierfranca Forchini at american.english@unicatt.it. The places on the course are limited.