# Advanced Business English

## Prof. Jonathan Villis; Prof. Michael Cruickshank

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

The course aims to increase students’ knowledge of the English language by acquiring in particular communication and comprehension skills related to the specialised language of Business English.

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

– use specialised vocabulary consciously and appropriately thanks to a focused and detailed analysis.

– reinforce their grammar basis for a correct and adequate use of the English language.

– understand fairly complex texts, practicing listening and reading skills.

– improve written production, with particular attention to the rules of formal and informal correspondence, to the writing of a report and a presentation.

– express themselves in a correct and appropriate manner in particular situations such as negotiation, presentation of a project or business meeting. Specific attention will be given to the development of communication skills and public speaking.

***COURSE CONTENT***

Students will have a series of video lessons for each module in relation to four macro-areas of competence: Reading, Writing, Listening, Speaking. There will also be a series of practical exercises related to each topic to be done independently and to be integrated with the activities proposed by the Coursebook.

The course focuses above all on the communicative dimension, the ability to interact, as well as on the ability to manage language to improve communicative effectiveness. Therefore, lectures will offer a revision of writing exercises and a series of group activities to encourage oral production.

***READING LIST***

D. Cotton-D. Falvey-S. Kent, *Upper Intermediate Market Leader,* *Business English Coursebook.,* Pearson (3rd edition extra.).

The detailed syllabus and further study material will be made available online on the dedicated platform Blackboard.

***TEACHING METHOD***

The course uses blended teaching and alternates in-class (50%) and online (50%) activities.

Video lessons aim at consolidating specific language skills, lexical and grammatical skills, inherent to written and oral production, and finally to listening.

Webinars will be a moment of consolidation of the fundamental notions and practical exercises.

Lectures will alternatively offer listening activities and conversation activities to encourage oral production.

***ASSESSMENT METHOD AND CRITERIA***

A) *Ongoing assessment*

For students who opt for an ongoing assessment: 50% of the assessment will be based on two tests assigned during the course as per the modalities, content and timelines published in the Blackboard area reserved for students enrolled in the course; 50% of the assessment will be based on a final test.

B) *Final assessment*

For students who wish to opt for a final assessment on official exam dates, the exam will be structured into a written exam aimed at assessing *listening, reading, grammar, vocabulary, writing* skills.

*Office hours*

The professor will meet the students after the lesson by appointment.

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.