## **Advanced Business English II**

## Prof. Simona Anselmi

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

This 30-hour course will concentrate on the development of the student’s English language listening and reading comprehension and speaking skills needed in the various segments of business communication, with a special focus on enhancing the grammatical, lexical and textual knowledge of the language. Lessons will focus in particular on the language and techniques needed to give professional presentations in an international context.

At the end of the course the student will be able to:

* understand and produce written and oral specialised English texts, be aware of the typical linguistic and stylistic features and the genre conventions of various text types;
* plan, structure and deliver presentations in English and handle questions effectively.

***COURSE CONTENT***

LISTENING AND READING COMPREHENSION STRATEGIES

* Use of a number of comprehension strategies (e.g. *reading/listening for detail, understanding text and sentence structure, error identification*) applied to various relatively complex text types, as a starting point for the production of written and oral texts (*rewriting, summary*).

PRESENTATION AND PUBLIC SPEAKING SKILLS

* Structuring a presentation, stating aims, signposting.
* Emphasis and rhetorical questions.
* Describing and referring to visual aids.
* Talking about trends, graphs and figures
* Describing cause and consequence; possibility and probability.
* Dealing with questions.

***READING LIST***

Hughes J. & A. Mallett, *Successful Presentations coursebook with DVD*, Oxford University Press, 2012, ISBN 9780194768351.

*Advanced Business English II* course material with BEC Higher Practice Exercises and Tests available at the Copy Shop***.***

Further materials will be provided on Blackboard.

***TEACHING METHOD***

The course will be taught through different methods combined:

* Video-based lectures adopting a communicative approach.
* Practice work / individual and group presentations in class.

Course materials will be available on Blackboard.

***ASSESSMENT METHOD AND CRITERIA***

The exam is both written and oral.

The written exam consists of 2 sections:

- the first one is made up of two listening tasks (T/F or multiple choice questions; sentence and/or table completion) and is awarded a maximum score of 15/60; it lasts about 15 minutes.

- the second one is made up of 2 vocabulary exercises based on the vocabulary needed to give an effective presentation in a professional environment; 2 grammar exercises (sentence transformation; use of verb tenses and modal verbs); 2 reading comprehension exercises based on the BEC Higher exam (e.g. gap-filling at sentence level and error identification) . It awards a maximum score of 45/60; it lasts 60 minutes.

Candidates will be admitted to the oral test only after passing the written part.

For the oral test candidates are asked to produce a 7-8 minute presentation of an economic topic of their choice, to be prepared according to the guidelines given during the course and in the coursebook. The oral exam will add (or subtract) extra score to the written exam (ranging from -5 to + 5).

***NOTES AND PREREQUIREMENTS***

To attend the course the student must have an upper-intermediate/advanced level of English. Information on office hours is available on the teacher's personal page at <http://docenti.unicatt.it/>.