UNIVERSITAT D'ANDORRA

Seminar's teaching plan

Syllabus	Bachelor in Business Administration

Module	M5 Business Management Techniques
Seminar	Specialised English
Semester	3
Professor **A/e**	Anna Planavila aplanavila@uda.ad
Mode	Face-to-face and virtual
Teaching language	English

1. Seminar presentation

Specialised English is a subject aimed at helping Business students develop specific language skills required in their academic field.

The course is based on dynamic and interactive learning activities covering the four general skills: reading, writing, listening and speaking. This subject prioritises boosting communicative skills through task-based practice and feedback from the teacher.

At the end of the course, students who pass the subject will achieve a B2.2 level of the Common European Framework of Reference for Languages (CEFR).
(Students should have attained, at least, a B1.2 level of English before the beginning of this course).

2. Seminar contents

Corporate Culture

1.1 Delivering presentations

1.2 Past tenses and advice structures

1.3 Formal & informal correspondence

Human Resources

2.1 Organising

2.2 Passive structures

2.3 Selection process role-play

Making deals

3.1 Negotiating

3.2 Conditionals

3.3 A proposal

Funding a start-up

4.1 Cause and effect

4.2 Future tenses

4.3 A report

3. Seminar activities

3.1. Continuous assessment

The continuous assessment contains 2 written tests, 2 speaking tests, 5 class presentations, and the challenge of the module evaluated through the following learning outcomes:

	TEST1				TEST2						
	Reading	Writing	Listening	Speaking	Reading	Writing	Listening	Speaking	Communicative activities	Challenge	Total
BAE-T001-04 Understands and uses **vocabulary** within field of specialization	0%	0%	**20%**	**20%**	0%	0%	**20%**	**20%**	**10%**	**10%**	100%
BAE-T001-05 **Describes and relates** ideas from different specialized texts	**20%**	**20%**	0%	0%	**20%**	**20%**	0%	0%	**10%**	**10%**	100%
BAE-T001-08 Produces clear, detailed **texts** on different topics in his/her specialty and argues his or her point of view	0%	**25%**	0%	**25%**	0%	**25%**	0%	**25%**	0%	0%	100%

3.2. Final assessment

The final assessment contains a final exam and the challenge of the module evaluated through the following learning outcomes:

	Reading	Writing	Listening	Speaking	Challenge	Total
BAE-T001-04 Understands and uses vocabulary within field of specialization	0%	0%	45%	45%	10%	100%
BAE-T001-05 Describes and relates ideas from different specialized texts	45%	45%	0%	0%	10%	100%
BAE-T001-08 Produces clear, detailed texts on different topics in his/her specialty and argues his or her point of view	0%	50%	0%	50%	0%	100%

4. Seminar resources

Basic bibliography

The Business 2.0 Upper intermediate. MacMillan

Business Result 2nd Edition Upper intermediate. Oxford

Latham-Koenig, C; Oxenden,C. *English File B2.2*. Student's Book and Workbook. Fourth Edition. OUP. ISBN 978-0-19-403945-1

Additional bibliography

Murphy, R., 2012. *English grammar in use*. Cambridge University Press.

Other resources

English File Student's Site:
https://elt.oup.com/student/englishfile/upperint3/?cc=global&selLanguage=en
Oficial Website British Council - Learn English:
http://learnenglish.britishcouncil.org/en/

Oficial Website BBC:
https://www.bbc.co.uk
Dictionaries:
www.wordreference.com
www.spanishdict.com
English video lessons: www.engvid.com
Holmwoods: https://www.holmwoods.eu/

5. Seminar remarks

- Controls or exams are only repeated in exceptional cases. In order to be able to opt for the repetition of a control, the reason for the absence must be justified by presenting a supporting document.
- Presentations are compulsory and for them to be assessed students must complete all the Online Tasks.
- Late submissions will not be accepted.
- If a student does not submit any of the evaluable activities, the grade for the learning outcomes associated with the activity will be equal to zero.
- All evaluable submissions will be made on the UdA campus and in the format indicated in the statement of the activity.

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