Degree competences to which the subject contributes

- Develop the interpersonal skills needed to conduct business in an English-speaking culture.
- Learn the language required for meetings, interviews, negotiation and other business interactions.
- Gain awareness of the type of business communication. Students will analyze and adapt to the different levels of formality, tone and style according to a given situation.

Teaching methodology

This course integrates listening, talking, reading and some writing. Assignments are an important part of the course. They may include: tape-recording yourself; reading articles/case studies; writing formal letters, emails, etc. You will also have several group assignments that will require you to meet with classmates outside of class; their purpose is to help you practice some of the critical skills you need to successfully participate as a member of a team in the business world.

Learning objectives of the subject

- Develop the interpersonal skills needed to conduct business in an English-speaking culture.
- Learn the language required for meetings, interviews, negotiation and other business interactions.
- Gain awareness of the type of business communication. Students will analyze and adapt to the different levels of formality, tone and style according to a given situation.

Study load

<table>
<thead>
<tr>
<th>Total learning time: 75h</th>
<th>Hours large group: 8h</th>
<th>10.67%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours medium group: 3h</td>
<td>4.00%</td>
</tr>
<tr>
<td></td>
<td>Guided activities: 16h</td>
<td>21.33%</td>
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<tr>
<td></td>
<td>Self study: 48h</td>
<td>64.00%</td>
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</table>
# 220569 - English for Management

## Content

<table>
<thead>
<tr>
<th>Module</th>
<th>Learning time</th>
<th>Description</th>
<th>Related activities</th>
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</thead>
</table>
| **Module I. Contextualizing business        | 10h           | **Description:**  
- audiences, purposes, registers,  
- spoken and written communication  
You will practice a variety of skills and strategies aimed at improving your fluency and ability to choose the appropriate tone and formality level for the situation  
**Related activities:**  
Exercises |                |
| communication**                            |               |                                                                             |                    |
| **Module III. Spoken communication in business and management** | 25h           | **Description:**  
- Enquiring, complaining, apologizing over the telephone to solve problems.  
- Meetings: the language of meetings  
- Oral Presentations  
**Related activities:**  
Case Study reading: the case study will provide the background against which students will assume different roles in a fictional meeting. They will then have to write the Minutes and/or short emails |                |
| Written communication in business and management** | 15h           | **Description:**  
- Writing memos and formal letters  
**Related activities:**  
Reading a Case Study and from it, write up a formal letter of inquiry/complaint and a memo. |                |
**Module IV. Job-seeking activities**

<table>
<thead>
<tr>
<th>Learning time:</th>
<th>25h</th>
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<tbody>
<tr>
<td>Theory classes:</td>
<td>7h</td>
</tr>
<tr>
<td>Self study:</td>
<td>18h</td>
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**Description:**
- CV and cover letter: CV checking and cover letter drafting
- Preparing for a job interview. (Listening and role-play speaking).

**Related activities:**
Analyze and choose different CV and cover letter formats. Writing the docs

**Qualification system**

Final Exam: 50%
Active Participation in class (listening and speaking) and submission of intranet activities: 25%
Intranet mandatory tasks (activities to-be-graded in every module): 25% .

**Bibliography**