



Academic year	2014-15
Subject	21145 - Business English
Group	Group 3, 2S, GRLA
Teaching guide	E
Language	English

Subject identification

Subject	21145 - Business English
Credits	2.4 de presencials (60 hours) 3.6 de no presencials (90 hours) 6 de totals (150 hours).
Group	Group 3, 2S, GRLA (Campus Extens)
Teaching period	2nd semester
Teaching language	English

Professors

Lecturers	Horari d'atenció als alumnes					
	Starting time	Finishing time	Day	Start date	Finish date	Office
Virginia Giménez Gómez virginia.gimenez@uib.es	18:00h	21:00h	Tuesday	22/09/2014	30/01/2015	AB09 (Ramón Llull)
	10:00h	13:00h	Friday	27/02/2015	29/05/2015	RLAB09 (amb cita prèvia)
Karen Lesley Jacob Abad karen.jacob@uib.es	10:00h	13:00h	Thursday	22/09/2014	30/01/2015	Despacho BE12, Ramon Llull. Tel; 971 172865

Contextualisation

The objective of this subject is to help students of GADE, GECO, GRLA and GGEO reach a B2 level of English (according to the Common European Framework Reference for Languages), which is a necessary requirement in order to obtain a degree in the University of the Balearic Islands.

Requirements

Essential requirements

This subject will be entirely taught in English, and it is thus the responsibility of students to make sure they have a B1 level of English *before* registering. Those students who do not have the required B1 level of English before the term starts are welcome to use the Continuous Language Learning Classroom (C13), located in the Guillem Cifre de Colonya building (see further details here:http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf)

Skills





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Specific

- * Ability to analyze, summarize and critically evaluate information in English language. The student must master the use of specific vocabulary and general vocabulary in the frame of an upper intermediate level (B2) of English language..
- * Ability to understand and write topics related to the field of Business English, showing an adequate level of maturity, in English..
- * Ability to communicate effectively taking into account different registers and situations in English. The student must be able to work on specific tasks with a high standard of fluency and correction in English..

Generic

- * Ability to develop English competence through reading, writing, listening and speaking activities, and to reach a B2 level by the end of the term..
- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>.

Basic

- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

Content

Theme content

- Module 1. Cultural diversity and socialising
 - Unit 1. Building a relationship
 - Unit 2. Culture and entertainment
- Module 2. Telephoning
 - Unit 3. Could I leave a message?
 - Unit 4. Good to hear form you again!
 - Unit 5. Unfortunatly there's a problem...
- Module 3. Presentations
 - Unit 6. Planning and getting started
 - Unit 7. Image, impact and making an impression
 - Unit 8. The middle of the presentation
- Module 4. Meetings
 - Unit 10. Making meeting effective
 - Unit 11. Sorry to interrupt, but...
 - Unit 12. What do you mean by...?
- Module 5. Negotiations
 - Unit 13. Know what you want
 - Unit 14. Getting what you can





Unit 15. Not getting what you don't want

Teaching methodology

The University of the Balearic Islands is a presential university; for this reason, students should attend their weekly lessons regularly (those students who cannot attend lessons, please refer to the Article 7 of the Reglament Acadèmic - Matrícula d'estudiants a temps parcial).

Alternative assessment dates will not be offered to any student except in those cases mentioned in the Article 26.5 of the Reglament Acadèmic.

The student must obtain a minimum score of 5 out of 10 in the Final Exam in order to pass the subject. In those cases where the mathematical average is higher than 5, and the final examination scores lower than a 5, the student will have a 4.5 on his or her marks record, according to the the article 26.7 of the Reglament Acadèmic.

The use of cell phones and other electronic devices is not permitted in the classroom. Laptops will be only accepted if they are necessary for the tasks related to course activities. Any electronic device (including laptops or mobile phones) are NOT allowed in the classroom during test practice, or examinations, except when directly specified by the teacher.

Plagiarism will be penalised in agreement with the UIB Academic Regulation (Article 33).

In-class work activities

Modality	Name	Typ. Grp.	Description	Hours
Theory classes		Large group (G)	Lessons devoted to the acquisition of necessary requirements to successfully use English language in the specific context of Business English.	22
Practical classes		Medium group (M)	Sessions devoted to the practice and improvement of competence in oral communication.	27
Assessment	Final exam	Large group (G)	The final exam will include exercises which test the students' competence in relation to three different skills: Reading, Use of English, and Listening.	4
Assessment	Speaking exercise	Large group (G)	Students will have to prove their ability to communicate coherently in English.	1
Assessment	Tasks	Large group (G)	Students will have to hand in different tasks or short exercises during the term.	4
Assessment	Writing exercise	Large group (G)	Students will need to produce a piece of writing related to their field of study.	2

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.





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Distance education work activities

Modality	Name	Description	Hours
Individual self-study		Students will plan their individual work and complete a number of activities.	90

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Theory classes

Modality	Theory classes
Technique	Observation techniques (non-retrievable)
Description	Lessons devoted to the acquisition of necessary requirements to successfully use English language in the specific context of Business English.
Assessment criteria	
Final grade percentage:	0%

Practical classes

Modality	Practical classes
Technique	Observation techniques (non-retrievable)
Description	Sessions devoted to the practice and improvement of competence in oral communication.
Assessment criteria	
Final grade percentage:	0%

Final exam

Modality	Assessment
Technique	Objective tests (retrievable)
Description	The final exam will include exercises which test the students' competence in relation to three different skills: Reading, Use of English, and Listening.
Assessment criteria	The final exam will include exercises which test the students' competence in relation to three different skills: Reading, Use of English, and Listening.
	This exam must be passed with a minimum of a 5 in order to successfully pass the subject (see the section "Methodology" for further details).
Final grade percentage:	50% with minimum grade 5





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Speaking exercise

Modality	Assessment
Technique	Oral tests (non-retrievable)
Description	Students will have to prove their ability to communicate coherently in English.
Assessment criteria	Students will have to prove their ability to communicate coherently in English.

Final grade percentage: 20%

Tasks

Modality	Assessment
Technique	Papers and projects (non-retrievable)
Description	Students will have to hand in different tasks or short exercises during the term.
Assessment criteria	Students will have to hand in different tasks or short exercises during the term.

Final grade percentage: 10%

Writing exercise

Modality	Assessment
Technique	Extended-response, discursive examinations (retrievable)
Description	Students will need to produce a piece of writing related to their field of study.
Assessment criteria	Students will need to produce a piece of writing related to their field of study.

Final grade percentage: 20%

Resources, bibliography and additional documentation

Basic bibliography

Students must obtain a copy of the following textbooks before the beginning of the term:

Sweeney Simon, E. 2003. English for Business Communication. U.K: Cambridge University Press.
Vince, Michael. 2008. Macmillan English Grammar: In Context. Oxford: Macmillan Education.

Complementary bibliography

Vince, M. (2009). First Certificate Language Practice with Key. Basingstoke: Macmillan.
Vince, M. and K. McNicholas (2003). Elementary Language Practice with Key. Basingstoke: Macmillan.
Vince, M. and P. Emmerson (2003). Intermediate Language Practice with Key. Basingstoke: Macmillan.

Other resources

<http://englishonline.sites.uol.com.br/english/intermediate.htm> <http://www.bbc.co.uk/worldservice/learningenglish/language> <http://www.uefap.com/index.htm> <http://a4esl.org>
<http://www.grammar-quizzes.com/index.html> <http://english.baladre.org/sedaviwebfront/grammarindex.htm>
<http://www.englishexercises.org>
Online resources for listening
<http://englishlistening.com>
<http://soundsofenglish.org>
<http://esl.about.com>





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<http://www.eslcafe.com>

<http://englishonline.sites.uol.com.br/english/intermediate.htm>

<http://www.bbc.co.uk/worldservice/learningenglish/language>

<http://www.uefap.com/index.htm>

<http://a4esl.org>

<http://www.audioenglish.net/>

BBC The British Council

<http://www.teachingenglish.org.uk/>

<http://www.britishcouncil.org/learnenglish-central-grammar-grammar-games-archive.htm>

Online dictionaries and related resources:

<http://dictionary.cambridge.org/>

<http://www.wordreference.com//>

