

INGLÉS III

Curso: 3	Tipo: Obligatoria	Período de docencia: C1
Créditos: 4,5		
Estudios: DIPLOMATURA EN CIENCIAS EMPRESARIALES		
Especialidad: Común		

OBJETIVOS

The main objective is to enable the students to master English and develop the four main skills : listening, reading ,writing and speaking and also to obtain sufficient knowledge in Business English to communicate easily with native and non native speakers in different situations.

CONTENIDOS

1.- CULTURAL DIVERSITY AND SOCIALISING

- Building relationships
- Welcoming visitors
- Cross cultural understanding

2.- TELEPHONING

- The art of telephoning
- Leaving / taking messages
- Communication
- Problem solving

3.- PRESENTATIONS

- Technique and preparation
- Audience
- Using visual aids
- Answering questions

4.- MEETINGS

- Preparation
- Purpose of meeting
- Listening to other people
- Questions and answers

5.- NEGOTIATIONS

- Types of negotiations
- Preparation
- Conflicts
- Problem solving

ORIENTACIÓN METODOLÓGICA

- ✓ Speaking activities
- ✓ Listening activities
- ✓ Grammar exercises
- ✓ Vocabulary exercises
- ✓ Word Building
- ✓ Group work
- ✓ Presentations

EVALUACIÓN

- ✓ Grammar and vocabulary Exam
 - Listening Exam
 - Speaking Exam
- ✓ Presentations in class in group or individually
- ✓ Students' everyday work and participation
- ✓ Reading of books and writings set by teacher

BIBLIOGRAFÍA BÁSICA

Cunningham, Sarah; Moor, Peter. *Cutting Edge Intermediate*. Longman 2001 (for lower level)

Sweeney, Simon. *English for Business Communication.*, Cambridge University Press 2.003.

Two readings –

Material given by the teacher.