

## ENGLISH I (GROUP A)

<b>Curso:</b> 1	<b>Tipo:</b> Obligatoria	<b>Periodo de docencia:</b> C1 y C2
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<b>Créditos:</b> 15	<b>Profesor:</b> Mireia Uribetxebarria
	<b>Departamento:</b> Comunicación y Humanidades

### OBJETIVOS

The main objective of this first course is to acquire and consolidate A Pre – Intermediate level of the language by working on the necessary grammar structures. Furthermore, the students will be introduced in the essential secretarial skills and Business English vocabulary in order to be familiarized with this professional context. So as to obtain the above mentioned goals, work on listening, speaking, reading and writing skills will be done throughout the course.

### CONTENIDOS

#### 1. GRAMMAR

Question forms. Present Simple.

Past Simple. Time phrases often used in the past (*in, on, at, ago*).

*Can, can't, have to, don't have to. Should / Shouldn't.*

Present Continuous and Present Simple. Present Continuous for future arrangements.

Comparatives and superlatives. Describing what people look like.

Intentions and wishes (*going to, planning to, would like to, would prefer to*).

Predictions (*will and won't*)

Present Perfect and Past Simple with *for*. Present Perfect and Past Simple with other time words.

Using articles. Phrases with and without *the*.

#### 2. VOCABULARY

Related to sports, feelings, educations, special occasions/dates, parts of the face and body, holidays, ambitions and dreams, geographical features.

#### 3. SKILLS

Reading, speaking, listening and writing so as to work with the above mentioned grammar and vocabulary and consolidate them.

#### 4. REAL LIFE FUNCTIONS AND SITUATIONS

## ENGLISH I (GROUP A)

### ORIENTACIÓN METODOLÓGICA

In order to achieve the above mentioned goals. The following activities will be carried out in class throughout the course:

- Grammar revision.
- Speaking activities.
- Reading comprehension activities.
- Vocabulary exercises.
- Commercial correspondence.
- Listening activities: video, cassette,...
- Situational role play: telephone conversations.
- Translations.
- Summaries.
- Games.
- Presentations.

### EVALUACIÓN

Several assessment methods will be used depending on the moment the evaluation is done and its main objectives. Moreover the teacher will share the role of assessor with the students at specific situations.

It will be a continuous assessment and the applied knowledge, the knowledge about anglosaxon culture and customs and secretarial tasks will be assessed by means of a final examination at the end of the school year.

Furthermore, the students will do a test at the end of every unit or section and they will have to hand in some homework that will be assessed. Finally the students' everyday work, participation and projects or pieces of work done during the school year will also be evaluated.

### BIBLIOGRAFÍA BÁSICA

- ASHLEY, A.: *Handbook of Commercial Correspondence*. Oxford.
- CUNNINGHAM, S., MOORE, P.: *Cutting Edge (Pre – Intermediate)*. Longman, 2001.
- MACKENZIE, I.: *English for Business Studies*. Cambridge University Press, 1997.
- POH, A.: *Test your Business English (Secretarial)*. Penguin Books, 1997.
- SWEENEY, S.: *English for Business Communication*. Cambridge University Press, 1997.

## ENGLISH I (GROUP B)

<b>Curso:</b> 1	<b>Tipo:</b> Obligatoria	<b>Periodo de docencia:</b> C1 y C2
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<b>Créditos:</b> 15	<b>Profesor:</b> Dorleta Agiriano
	<b>Departamento:</b> Comunicación y Humanidades

### OBJETIVOS

The main objective of this first course is to acquire and consolidate an intermediate level of the language by working on the necessary grammar structures. Furthermore, the students will be introduced in the essential secretarial skills and Business English vocabulary in order to be familiarized with this professional context. So as to obtain the above mentioned goals, work on listening, speaking, reading and writing skills will be done throughout the course.

### CONTENIDOS

#### 1. GRAMMAR AND LEXIS

Present Simple. Present Continuous. Present Simple vs. Present Continuous. Collocations relating to conferences. Verb + prepositions.

Past Simple. Time adverbs for, in, during, ago, over, before. Telephone expressions for dealing with difficulties & distractions.

Comparatives & superlatives. Phrasal verbs with on, out, off, up, down.

Polite question forms. Indirect questions. Collocations relating to travel.

Will for future predictions, spontaneous decisions, offers, requests, promises, refusals, threats. Collocations relating to work routines.

Conditionals. Unless, provided / providing (that), as / so long as, suppose / supposing. Collocations relating to the marketplace.

Past Simple vs. Present Perfect. Common adjectival collocations.

#### 2. TOPICS

International English

Making contacts

Making calls

Keeping track

Speed of life

Business travel

Handling calls

Making decisions

Big business

Small talk

#### 3. SKILLS

Reading, speaking, listening and writing in order to work with the above mentioned grammar and topics and consolidate them.

## ENGLISH I (GROUP B)

### ORIENTACIÓN METODOLÓGICA

In order to achieve the above mentioned goals the following activities will be carried out in class throughout the course:

- Grammar revision
- Speaking activities
- Reading comprehension activities
- Vocabulary exercises
- Commercial correspondence
- Listening activities: video, cassette,..
- Situational role plays: telephone conversations,...
- Translations
- Summaries
- Games
- Presentations.

### EVALUACIÓN

Several assessment methods will be used depending on the moment the evaluation is done and its main objectives. Moreover the teacher will share the role of assessor with the students at specific situations.

It will be a continuous assessment and the applied knowledge, the knowledge about anglosaxon culture and customs and secretarial tasks will be assessed by means of a final examination at the end of the school year.

Furthermore, the students will do a test at the end of every unit or section and they will have to hand in some homework that will be assessed. Finally the students' everyday work, participation and projects or pieces of work done during the school year will also be evaluated.

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- MACKENZIE, I.: *English for Business Studies*. Cambridge University Press, 1997.
- POHL, A.: *Test your Business English (Secretarial)*. Penguin Books, 1997.
- POWELL, M.: *In Company (Intermediate)*. MacMillan, 2002.
- SWEENEY, S.: *English for Business Communication*. Cambridge University Press, 1997.