**Code:** L-LIN/12 **Credits: 3**

**Subject: ENGLISH FOR BUSINESS**

**Main language of instruction:** English

**Other language of instruction:** Italian

**Head instructor Gaia Gentile**

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**Introduction**

1. *Objective of the course :*

The main aims of the course are to: develop and improve students’ language skills in all areas; acquire basic specific concepts and words; enable students to use English to communicate with colleagues or clients.

**Objectives**

1. *Course Structure:*

The course is divided into twelve modules (nine about grammar; three about the specific modules) and students are involved in a few different learning activities in each module. The students are expected to have the second or the third level of English (CEFR) – Level A2/B1. For each module there are some self-study materials (exercises with keys). Finally there is an e-tivity.

The course is worth 3 credits which corresponds to four weeks of part time work (two hours a day), 75h split roughly equally between the modules.

**Competencies:**

Level B2

Students can

* understand the main ideas of complex text on both concrete and abstract topics.
* interact with a degree of fluency and spontaneity with native speakers.
* improve their grammar and sentence structure thus producing clear text on a wide range of subjects, above all on basic communication concepts.

**Syllabus**

1. *Programme of the course:*
* **Module 1 –** Word order: affirmative, negative, interrogative sentences and

question tags.

* **Module 2 –** Introduction to verbs and the present tenses.
* **Module 3 –** The past tenses and used to.
* **Module 4 –** The perfect tenses: the present and the past.
* **Module 5 –** The future.
* **Module 6 –** Modal verbs.
* **Module 7 –** Zero, first, second, third conditionals and wish.
* **Module 8 –** The passive.
* **Module 9 –** Collocations, compounds, phrasal verbs and idioms.
* **Module 10 –** A good manager knows how to delegate
* **Module 11 –** Leadership.
* **Module 12 –** Communication and digital social network

**Evaluation system and criteria**

The oral exam is conducted between the candidate and the examiner and is divided into two parts:

1. The candidate presents themselves. The topics are, for example, family, personal interests, studies, habits, past experiences, future goals etc.
2. The candidate answers to questions about the specific modules.

As far as the e-tivity is concerned, the grading system is based on the system of the four points: 0 (unsatisfactory), 1 (satisfactory), 2 (good), 3 (excellent)

**Bibliography and resources**

● Raymond Murphy, English Grammar in Use, Cambridge, 2012. CEF Level: B1

Intermediate – B2 High Intermediate

● Judy Pearsall and Patrick Hanks, The New Oxford Dictionary of English, Oxford

University Press, 1999

● www.wordreference.com

● mobile.reverso.net