a.y. 2013-2014

Class contents and exam requirements

Code 20365-20371 (20421)

English Language, Second language

B1 business

Program	Master of Science
Degree course	M, MM, AFC, CLAPI, CLEFIN-FINANCE, CLELI, DES-ESS
Teaching activity	Annual course: 1° year, 2nd semester (36 hours) - 2° year, 1st semester (36 hours); (total classroom teaching hours 72). The course is activated if there is a sufficient number of participants
Final Exam	• Bocconi internal exam (B1 business level*) or an international certification from among those recognized by the University • 4 credits, 2nd semester
Objective	To help students improve their English-language skills, in particular with regard to: • the ability to use basic forms and structures the development and use of active vocabulary and acquiring a basic business English vocabulary • introduction to understanding authentic pieces of written English
Head Teacher	John McHardy Clark
Note	Only students enrolled in Degree courses taught in Italian can exit at B1 business level and this can only count as their second language

* To classify language levels, Università Bocconi follows the CEFR, Common European Framework of Reference for Languages

Index

Course program	page 2
Textbook	page 2
Exam content and description	page 4
Additional points	page 5
Resources	page 6

Course program

Objectives

At the end of the course, the student should be able to

- use basic forms and structures to communicate without undue difficulty in given situations and about familiar subjects
- understand and use the most common words
- understand and use the basic business English terminology
- read and understand brief authentic written pieces (length approx. 750 words)

Contents

The teaching will consist of the following activities:

- **grammatical revision**: developing correct forms and structures
- **vocabulary extension**: reading authentic texts from books, newspapers and internet
- **written assignments**: individual topics or working in small groups, presenting work to the class, writing formal letters, memos, e-mails and other work-related tasks
- **reading comprehension**: analysis and presentation in class of passages selected by the teacher
- **oral interaction**: discussing day-to-day issues or work-related topics
- **mock exams and testing**: practice using past papers

Set Textbook

- HUGHES, *Total Business 2 Student's Book*, Summertown Publishing
- DUMMETT, *Total Business 2 Work Book*, Summertown Publishing
- THOMPSON, *Fundamental Writing Skills*, Egea
- Business English Self-Study Program

Recommended textbooks

- Macmillan *Essential Dictionary for Learners of English*, Macmillan
- Redman, *English Vocabulary in Use: Pre-intermediate and Intermediate*, Cambridge University Press

Organisation

Skills	Subjects	Grammar	Activities
• Vocabulary: Different ways of working • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Ways of Working**	Present Tenses	• Students Book Unit 1 • Workbook Unit 1 • Thompson, Unit 1
• Vocabulary: Benefits and Incentives • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Company benefits**	The Past	• Students Book Unit 2 • Workbook Unit 2 • Thompson, Units 2 & 10
• Vocabulary: Types of Business • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Starting a Business**	will and the future	• Students Book Unit 3 • Workbook Unit 3 • Thompson, Unit 8
• Vocabulary: Types of Advertising • Reading Skills	**Advertising**	Modals	• Students Book Unit 4 • Workbook Unit 4

• Listening Skills • Writing Skills • Speaking Skills			• Thompson, Unit 11
• Vocabulary: Verb Collocations • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**The Workplace**	Reporting	• Students Book Unit 5 • Workbook Unit 5 • Thompson, Unit 13
• Vocabulary: Hiring & Firing • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Recruitment**	Passives	• Students Book Unit 6 • Workbook Unit 6 • Thompson, Unit 9
• Vocabulary: Describing Jobs • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Sales**	Comparatives & Superlatives	• Students Book Unit 7 • Workbook Unit 7 • Thompson, Unit 3
• Vocabulary: Linking Phrases • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Training**	-ing forms and infinitive	• Students Book Unit 8 • Workbook Unit 8 • Thompson, Units 4 & 15
• Vocabulary: Telephone Words • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Branding**	Relative Clauses	• Students Book Unit 9 • Workbook Unit 9 • Thompson, Unit 12
• Vocabulary: Verb + Noun Combinations • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Price Management**	Conditionals	• Students Book Unit 10 • Workbook Unit 10 • Thompson, Units 6 & 14
• Vocabulary: Financial & Trade Terms • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Ethical Economics**	Articles	• Students Book Unit 11 • Workbook Unit 11 • Thompson, Units 5 & 7
• Vocabulary: Legal Terms • Reading Skills • Listening Skills • Writing Skills • Speaking Skills	**Business Law**	Indirect Questions and tags	• Students Book Unit 12 • Workbook Unit 12 • Thompson, Appendix 1

On the e-learning platform you will find the materials provided in class by the professor and the assignments to be carried out while you are attending the course (up to a 5 hours a week). This study method allows a constant improvement in your language skills and an adequate preparation for the exam

Exam content and description

Objectives

The exam is scored out of a maximum of 30 points, which will go into the calculation of your grade point average, and evaluates your ability to

- understand fairly long and complex listening passages, making notes and reworking the information heard
- write structured texts of various types according to instructions
- oral interaction: presentation and discussion
- demonstrate your knowledge of the language, by correctly using a range of vocabulary and grammatical structures

Contents

The exam consists of a **written paper** and an **oral exam**. Both need to be passed for the grade to count towards the final average. In order to take the oral exam, it is necessary to:

- pass the written exam (minimum mark 18/30)
- have a test score that hasn't expired, i.e. that is still valid (see **Written Exam, Validity**)

Students can choose to retake the written exam before the taking the oral exam but must remember that handing in their paper annuls any previous grade given. Students must enroll for all exams via the Punto Blu.
The Oral exam is compulsory and the score is added to the written grade.
The exam is the same for both attending students and non-attenders.

Organisation

Written Exam

The written exam consists of three parts. Each part is assigned a mark out of ten and the sum of these marks is converted into thirtieths to give the final grade

First part	**Listening**	**10/30**
Objective	Check candidates' ability to understand the topic, language and opinion expressed in a brief listening passage	
Skill	Listening to messages, announcements, surveys, radio broadcasts	
Test	Sentence and/or table completion, true/false questions, multiple choice answers	
Second part	**Use of Language**	**10/30**
Objective	Checking that students can use the main forms and structures with reasonable ease	
Skill	Identifying and using main forms and structures	
Test	Sentence and/or table completion, true/false questions, multiple choice answers, open/closed questions, producing appropriate phrases	
Third part	**Reading comprehension**	**10/30**
Objective	Checking that students can understand texts and rework information in a written task following instructions, usage of common vocabulary	
Skill	Comprehension of one or more authentic texts, possibly containing tables, graphs, images.	
Test	Sentence and/or table completion, true/false questions, multiple choice answers, open/closed questions	
Duration	150 minutes	
Dictionary	Dictionaries are not allowed	
Validity	it is valid for the 3 subsequent oral exams, and it is also valid for the subsequent 12 months but there is a penalty that must be paid (see *Oral Exam, Validity*)	

Oral exam

Objective	Explain and discuss the contents of the articles chosen, answering examiners' questions
Skill	Presentation and conversation

Test	Presentation of a dossier, prepared by the student, containing 5 articles relating to one or more business-related topics (see course book Total Business 2, English language newspapers or Internet)
Duration	8-10 minutes
Dictionary	Dictionaries are not allowed
Validity	The oral exam can only be taken once you have passed the written exam. Students will be assessed in terms of their practical ability to communicate. During the oral exam marks can be added to or subtracted from the written exam result in the following way: • by +4 or -4, if the oral exam is passed within the 3 oral exams subsequent to the written exam; • by +1 or -4, if the oral exam is passed after the first 3 subsequent oral exams, but still by 12 months subsequent to the written exam (this option is possible only for students who take the written exam after 1st January 2013)

As an alternative to the Bocconi exam, students may choose to register one of the international certifications recognized by the University. The achieved result is converted into a number grade out of a possible thirty and is registered in their academic record

Additional Points

The assessment of language skills depends both on the result of the final exam and on marks awarded during the year.

1. **Positive participation in the course and completion of self-study activities**
2. **Partial exam**

Points are registered immediately after the written exam is passed

1. Positive participation in the course and completion of self-study activities

Objective	To encourage constant and active improvement in the language
Maximum points awardable	• 1 thirtieth for active participation in at least 75% of lesson hours • 1 thirtieth for completion of the self-study program
Assignment of points	Defined by professor at the end of the course on the basis of quality of work performed and respected due dates as indicated by the professor in the classroom and also online
Validity	From January to the September immediately following the course. These months are included

2. Partial Exam

Objective	Assess students' progress
Maximum points awardable	• 1 thirtieth
Assignment of points	Determined by the teacher when the exam has been passed (only 2 grades are awarded - pass/fail): the extra point is given to "pass". The partial exam pass mark is 75% (36 out of 48). Duration: 75 minutes
Validity	From June to the December immediately following the course. These months are included

Test	• **listening**: comprehension questions about 1 listening passage • **grammar**: multiple-choice grammar questions, sentence completion and transformation • **reading and writing**: reading comprehension, multiple choice, gap fill and cloze questions, short writing task • brief writing task on a familiar topic
Note	The exam can be taken by all students enrolled in the first year, both attending and non-attending. It will be held once per academic year in June after classes have finished for the first semester (see General Exams calendar for exact date). Students must enrol at the Punto Blu

Resources

Materials prepared by professors
Self-study programme
Past exams
Extra teaching materials
Language tutors
Office Hours for Bocconi teachers
International certificates recognized