

# Business English. Skills for Success

**1st Edition**

**Code:** 198034

**Category:** Summer Course

**Credits:** 2.00

**Language:** English

**Start date:** 29/06/2020

**End date:** 29/07/2020

**Day and Time:** Mondays and Wednesdays: 18.00 - 19.30 h

**Location:** On line (ZOOM)

**Places available:** 20

## Prices and discounts

**Price:** 110 €

Students at the **University of Girona** will be able to obtain **1 ECTS** credit (**a credit of academic recognition**) for enrolling in the **summer course** programme (Cursos d'Estiu from the Xarxa Vives for universities), independently of the course they enrol in. That is, they may only be awarded one ECTS credit per academic year.

## Aims

This course will provide students with practice in fundamental skills, vital to success in business communication and the world of commerce. This functional course will show students how to put their English to practical use in a business context; as well as focusing on specific vocabulary and the language structures necessary to meet those aims.

## Who the course is for

This course is open to everyone aged 18 and over.

## Admission requirements

Students need to have a B2 intermediate level of general English.

## Syllabus

### Business English. Skills for Success

-29/06/2020 Reading: functional skills: understanding general meaning; assessing importance; finding details; summarising

-01/07/2020 Reading: putting it into practice: dealing with reports; preparing information for reports and presentations; business news

-06/07/2020 Writing: functional skills: evaluating information; language of explaining, advising, complaining, describing,

apologising, summarising; formal and informal registers

-08/07/2020 Writing: putting it into practice: how to write reports, summaries, emails, messages and memos

-13/07/2020 Listening: functional skills: processing information; listening for specific information; understanding complaints and requests

-15/07/2020 Listening: putting it into practice: asking for information; taking notes; taking and passing on messages; making and answering phone calls

-20/07/2020 Speaking: functional skills: structuring the message; language of persuading, recommending; expressing opinions and presenting arguments

-22/07/2020 Speaking: functional and practical skills: small talk; cultural awareness; how to contribute to a meeting: interrupting, disagreeing, insisting politely

-27/07/2020 Speaking: putting it into practice: presenting graphs, charts and trends

-29/07/2020 Speaking: putting it into practice: describing and marketing a product/service

---

## Qualification

Summer Course: Business English. Skills for Success by Fundació UdG: Innovació i Formació

## Teaching and Assessment

The course will focus on:

Using English effectively and appropriately in common workplace situations

Practical situation-based activities and language

The student self-study activities are integral to the course and the completion of tasks prior to the online class is compulsory.

## Evaluation system

Assessment will be based on feedback from the self-study activities.

To qualify for an attendance certificate, students must attend a minimum of 80% of the classes.

## Financing

### Financing

#### **Fundación Estatal para la Formación en el Empleo – FUNDAE (formerly Fundación Tripartita)**

Workers whose enrolment is being paid by a private company, can apply for a subsidy through the Fundación Estatal para la Formación en el Empleo – FUNDAE (formerly Fundación Tripartita)

To apply for this subsidy, the worker must contact their company's Human Resources department.

For more information, click [here](#).

For further information, please send an email to: [economia.fundacioif@udg.edu](mailto:economia.fundacioif@udg.edu)

## Teaching table

### Management

Coordination

Teaching staff

\*Management reserves the right to modify the teaching staff, if necessary, to ensure the levels of quality and professional category.

## Promoting entities

Fundació UdG: Innovació i Formació



---

Trainer center

We prepare for



# Business English. Skills for Success

Start course: 29/06/2020

End course: 29/07/2020

Date closing assessment report: 31/07/2020

## Calendar

Date	Place	Start of morning	End of morning	Start of afternoon	End of afternoon
29/6/2020	online			18:00	19:30
1/7/2020	online			18:00	19:30
6/7/2020	online			18:00	19:30
8/7/2020	online			18:00	19:30
13/7/2020	online			18:00	19:30
15/7/2020	online			18:00	19:30
20/7/2020	online			18:00	19:30
22/7/2020	online			18:00	19:30
27/7/2020	online			18:00	19:30
29/7/2020	online			18:00	19:30