

QUINDIO UNIVERSITY

Economics, Administrative and Accounting
Sciences Faculty

BUSINESS ADMINISTRATION PROGRAM

SYLLABUS



COURSE:

**BUSINESS ENGLISH
COMMON EUROPEAN FRAMEWORK (B1)**

2020-1

I. DATA SHEET
1. Número de créditos académicos : 2
2. Facultad que lo ofrece: Ciencias Económicas y Administrativas
3. Campo de formación: Profesional
4. Código: 131710501
5. Naturaleza del curso: Teórico
6. Semestre : V
7. Prerrequisitos: FUNDAMENTOS COMUNICATIVOS EN INGLES
8. Docente: según asignación propia del programa de negocios.
9. Periodo Académico: I – 2020
10. nivel de inglés según el Marco Común Europeo: (B1)
II. PRESENTATION
This course will be a theoretical - practical subject, in which the future professionals of BUSINESS ADMINISTRATION will have to make a proper use of their knowledge of the basic structures of the language, in this case English, since based on the students' learning process, they will develop proper communicative skills specifically related to their professional field.
III. EDUCATIONAL PURPOSE
This course reflects the needs that the future professionals of BUSINESS ADMINISTRATION have when learning a second language, not only applied to the professional profile of the career of BUSINESS ADMINISTRATION but also in any other subject, which means that they must have an appropriate management of a foreign language. That is to say that the students have to develop the ability in a communicative way to perform adequately in the English language.
IV. OBJECTIVES - General objective
To help the students with the process of approaching to the English Language giving them the basic linguistic competences in the field of grammar, reading, writing, listening and speaking in order to comprehend texts written in English and to communicate orally so that they can interact using the target language (English) in their professional lives.
Specific objectives
To develop in the students, the skill to use the knowledge in the English language so they can apply it in a dynamic and creative way in their professional lives. At the end of the course students will appreciate the value of learning English as a foreign language because it will allow them to become aware of other cultures and to have more access to new possibilities given by the English language and the foreign cultures that use it in the field of the BUSINESS ADMINISTRATION .
V. JUSTIFICATION
For the future professional in BUSINESS ADMINISTRATION , it is of great importance to face the different professional situations in which he or she will have to use the L2, (English) and in this particular case, it is mandatory the need to reinforce the basic knowledge which leads to the improvement of the different levels of the foreign language contextualized in the BUSINESS ADMINISTRATION field and in general culture.

VI. TRANSVERSALITY

English has been cited as the major language of international business. It is the widest spread language in the world. English has become a major international language for worldwide communication. Proficiency in English is a mandatory requirement for any professional working in a global business environment. It will surely be an advantage in interviews, thus giving you more opportunities to widen your career prospects. Or, if you are not looking for a new job, having the confidence and ability to speak Business English is one way of enhancing your potential for earning by making you stand out for career advancement or promotions. Business English can refer not only to the study of business English vocabulary used in the fields of trade, business, finance, or international relations; but also, to the study of techniques about business presentations, negotiations, correspondence, writing and other skills needed for business communications.

VII. COMPETENCES

Due to the characteristics in which the communicative bases of the foreign language for the business English course are established in a more fluent way and as an introduction to more advanced communicative levels, the B1 level (Independent User), of the **Common European Framework** was taken and the following skills will be developed:

Regarding to knowledge:

- The student of the Independent User level of English will know how to recognize grammar structures applied to different linguistic contexts such as: listening, speaking, reading and writing.
- The student will be able to develop an interaction level which will allow him or her to communicate applying the communicative tools of English in the different linguistic contexts, not only in his or her professional field, but also in the personal and social environment where he or she can express thoughts with facility and in a general clear way.

Regarding to Be:

- The student will understand the importance that English has in his or her **BUSINESS ADMINISTRATION** career as a second language due to its applicability in the different academic and professional contexts because he or she has more solid bases which will allow him or her to view in a clearer way the relationship between his or her profession and the English language.

Regarding to know how to do:

- The student will be able to recognize and apply the English language structures in different communicative contexts related with business and/or personal topics of interest.

- He or she will generate communicative spaces where its performance will facilitate a more elaborated interaction with English speakers or who use English as a way for communicating.

Note: The previous objectives belong to the ones that are demanded by the Common European Framework for the English language teaching as a foreign language, contextualized to the needs of the **BUSINESS ADMINISTRATION** program.

VIII. METHODOLOGY

The task-based and Communicative Approach (Nunan, 1991) will be our main central part of methodology in this course, and then the improvement of the content, activities and topics, will be based on the real world of business and its management. Consequently, all the classroom activities and content will emphasize on the future business manager and real situations which will be centered on the learners. Besides, to make the learning process effective and meaningful. Besides, the four skills will be integrated and group work will be the main activities implemented in the projects and workshops such as interviews, data collection, surveys, etc.

IX. PROBLEMATIC NUCLEI

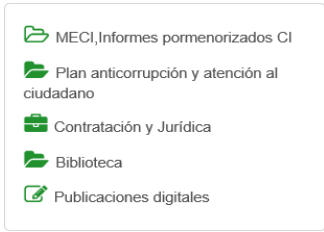
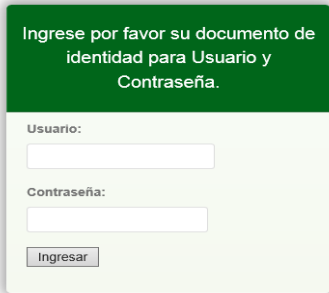
- Do I have the knowledge, skills and characteristics that allow me to perform actions?
- Can I act using specifically linguistic means?
- Do I have the sum of the individual characteristics, personality traits and attitudes which concern, for example, self-image and one's view of others and willingness to engage with other people in social interaction?

X. THEMATIC AXES

PRIMER ENCUENTRO TUTORIAL

TOPIC READING/WRITING LISTENING/ SPEAKING	VOCABULARY	GRAMMAR
OSHA	OSHA article.	Present simple. Present continuous. Articles.

INSTRUCTIVO DE BÚSQUEDA

1	Ingresa a:	http://www.uniquindio.edu.co/
2	Diríjase a la siguiente sección y haga “click” sobre “Biblioteca”.	
3	Ubique la siguiente etiqueta y haga “click” sobre ella.	
4	Ingresa su usuario y contraseña.	
5	Vaya a Life skills y ubique la unidad de AT WORK.	
6	Ubique el tema de Job Interviews y OSHA e imprímalo haciendo clic en la impresora que está en la columna derecha de su pantalla.	
7	Para un fácil acceso, de clic en el	http://crai.uniquindio.edu.co:2072/ell/detail/detail?vid=10&sid=ccaa9d2f-f5c0-4df9-8c42-

	siguiente enlace.	c30bed8d4cab%40pdc-v-sessmgr01&bdata=JnNpdGU9ZWxsLWxpdmU%3d#AN=34246820&db=elr
8	Desarrolle las actividades indicadas por el tutor o las indicadas en la guía Académica.	

FIRST EXAM

Based on the topics taught in this session. (Reading comprehension, vocabulary, grammar)

WORKSHOPS

These workshops should be loaded on the platform before the due date established in the minutes meeting.

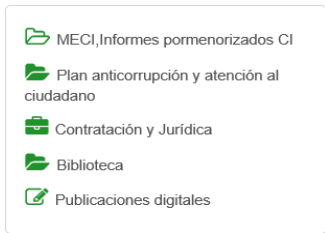
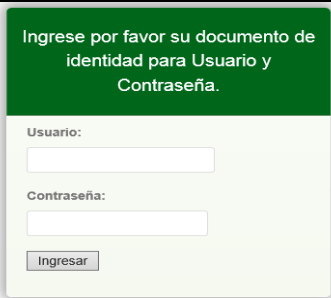
FOCUS ON: (LISTENING, READING, SPEAKING, GRAMMAR AND WRITING)

1. Grammar workshop.
2. Listening exercises related to the lectures.
3. Vocabulary crossword puzzle.

SEGUNDO ENCUENTRO TUTORIAL

TOPIC READING/WRITING LISTENING/SPEAKING	VOCABULARY	GRAMMAR
Smartphones, tablets and handheld devices	Smartphones, tablets and handheld devices article.	Future forms. Present perfect. Simple past.

INSTRUCTIVO DE BÚSQUEDA

1	Ingresa a:	http://www.uniquindio.edu.co/
2	Diríjase a la siguiente sección y haga “click” sobre “Biblioteca”.	 - MECI, Informes pormenorizados CI - Plan anticorrupción y atención al ciudadano - Contratación y Jurídica Biblioteca - Publicaciones digitales
3	Ubique la siguiente etiqueta y haga “click” sobre ella.	
4	Ingresa su usuario y contraseña.	
5	Vaya a Life skills y ubique la unidad de SCIENCE.	
6	Ubique el tema haciendo clic en el siguiente enlace.	http://crai.uniquindio.edu.co:2072/ell/detail/detail?vid=17&sid=ccaa9d2f-f5c0-4df9-8c42-c30bed8d4cab%40pdc-v-

		sessmgr01&bdata=JnNpdGU9ZWxsLWxpdmU%3d#AN=102396803&db=elr
7	Desarrolle las actividades indicadas por el tutor o las indicadas en la guía Académica.	

SECOND EXAM

Based on the topics taught in this session (grammar). Speaking (debate)

WORKSHOPS

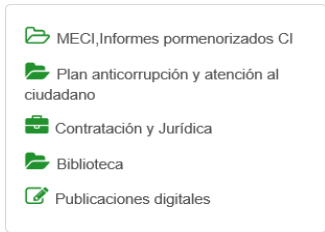
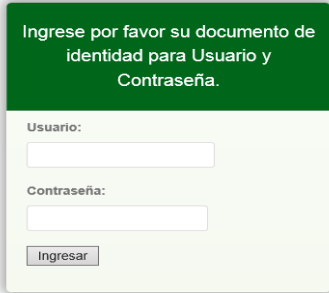
These workshops should be loaded on the platform before the due date established in the minutes meeting.

1. Grammar workshop.
2. Listening exercises related to the lectures.
3. Summary based on the lectures.

TERCER ENCUENTRO TUTORIAL

TOPIC READING/Writing LISTENING/SPEAKING	VOCABULARY	GRAMMAR
Artificial intelligence	Artificial intelligence article	Modal verbs. Comparatives and superlatives

INSTRUCTIVO DE BÚSQUEDA

1	Ingresa a:	http://www.uniquindio.edu.co/
2	Diríjase a la siguiente sección y haga “click” sobre “Biblioteca”.	 - MECI, Informes pormenorizados CI - Plan anticorrupción y atención al ciudadano - Contratación y Jurídica Biblioteca - Publicaciones digitales
3	Ubique la siguiente etiqueta y haga “click” sobre ella.	
4	Ingresa su usuario y contraseña.	
5	Vaya a Life skills y ubique la unidad de SCIENCE.	
	Ubique el tema haciendo clic en el	http://crai.uniquindio.edu.co:2072/ell/detail/detail?

6	siguiente enlace.	vid=23&sid=ccaa9d2f-f5c0-4df9-8c42-c30bed8d4cab%40pdc-v-sessmgr01&bdata=JnNpdGU9ZWxsLWxpdmU%3d#AN=102424038&db=elr
7	El docente dará instrucciones para hacer la práctica de audio.	
8	Desarrolle las actividades indicadas por el tutor o las indicadas en la guía Académica.	

THIRD EXAM

Based on the topics taught in the previous sessions. Grammar, vocabulary.

WORKSHOPS

These workshops should be loaded on the platform before the due date established in the minutes meeting.

1. Grammar workshop.
2. Listening exercises related to the reading.

CUARTO ENCUENTRO TUTORIAL

GRAMMAR: CONDITIONALS 1 AND 2, ADJECTIVES AND ADVERBS.

FOURTH EXAM

Second or third reading presentation.

WORKSHOPS

These workshops should be loaded on the platform before the due date established in the minutes meeting.

1. Grammar workshop.
2. Listening exercises related to the readings.

SKILLS. FINAL PROJECT PRESENTATION

XI. ESQUEMA DEL TRABAJO QUE DEBEN ENTREGAR LOS ESTUDIANTES Y DE LA ACTIVIDAD DE FINAL DE CURSO (SCHEME FINAL WORK)	
PRIMERA TUTORIA: • In this first session, the students will introduce themselves and will give a brief description about their job and how they get things done in it. • As a complement, they will develop a workshop which will be given to them so they can reinforce the grammar subjects that were taught and which they will have to uploaded on the platform before the due date established in the minutes meeting SEGUNDA TUTORIA: • In this second session the students will do a short presentation about the job skills that are required in order to have a good performance in the workplace. • As a complement, they will develop a workshop which will be given to them so they can reinforce the grammar subjects that were taught and which they will have to uploaded on the platform before the due date established in the minutes meeting TERCERA TUTORIA: • In this third session the students will do a Budget sample presentation of a University student following the reading that was given beforehand in the previous encounter. • As a complement, they will develop a workshop which will be given to them so they can reinforce the grammar subjects that were taught and which they will have to uploaded on the platform before the due date established in the minutes meeting CUARTA TUTORIA: • In this last session the students will present their final project which consists on an interview based on one of the readings that were given during the course. • As a complement, they will develop a workshop which will be given to them so they can reinforce the grammar subjects that were taught and which they will have to uploaded on the platform before the due date established in the minutes meeting	
XII. EVALUACIÓN (EVALUATION)	
The percentage for each one of the workshops, for the exam and the final project will be	

socialized with the students in the first encounter and will be stated in the minutes of concertation.

In case of recovery exam, the Student Regulation will be taken into account article 49.

(http://portal.uniquindio.edu.co/ui/secgral/documentos/doc_institucional/estatuestudiantil.pdf)

This is a chart where an alternative of percentages is presented taking into account the level to achieve (B1) according to the Common European Framework.

(http://cvc.cervantes.es/ensenanza/biblioteca_ele/marco/cvc_mer.pdf),

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CRITERION	TIME	STRATEGY
First exam	First Tutoring	Development of the first exam based on the topics that were taught.
First Workshop	First Tutoring	Development of a workshop based on the topics that were taught and which should be uploaded on the platform before the due date.
Second exam	Second Tutoring	Development of the second exam based on the topics that were taught
Second Workshop	Second Tutoring	Development of a workshop based on the topics that were taught and which should be uploaded on the platform before the due date.
Third exam	Third Tutoring	Development of the second exam based on the topics that were taught
		Development of a

Third Workshop	Third Tutoring	workshop based on the topics that were taught and which should be uploaded on the platform before the due date.
Fourth exam	Fourth Tutoring	Development of the second exam based on the topics that were taught
Fourth Workshop	Fourth Tutoring	Development of a workshop based on the topics that were taught and which should be uploaded on the platform before the due date.
Final project	Fourth Tutoring	A face-to-face interaction between interviewee (student) and interviewer (Teacher). Conversation with a purpose.

XIII. WEBGRAFIA COMPLEMENTARIA (COMPLEMENTARY WEBGRAPHY)

WEBSITES:

<http://web.b.ebscohost.com.uniquindio.elogim.com:2048/ell/search/basic?sid=36ffda0b-f044-4859-8b7d-cd0531dbb5fc%40sessionmgr101&vid=0&hid=101>
<http://web.b.ebscohost.com.uniquindio.elogim.com:2048/ehost/search/basic?sid=7f49f203-8b5b-4212-832e-0a25c06988d6%40sessionmgr101&vid=0&hid=101>
<http://gale.powerspeak.com.uniquindio.elogim.com:2048/>

DICTIONARIES:

<http://www.collinsdictionary.com/> (aspecto especial: traductor multilingüe)
<http://dictionary.cambridge.org/> (aspecto especial: pronunciación y fonética)
<http://www.merriam-webster.com/> (aspecto especial: diccionario para aprendices)
<http://www.chambersharrap.co.uk/chambers/features/chref/chref.py/main> (aspecto especial: monolingüe)
<http://oxforddictionaries.com/?region=us> (aspecto especial: diccionario para aprendices con énfasis en escritura y lúdica inglesa)

SPECIAL PAGES:

In order to practice audio, Reading comprehension, grammar and pronunciation.

<http://www.ello.org/> (aspecto especial: actividades de comprensión evaluativas con respuesta para los

estudiantes de nivel A1 a B2; audios descargables)

<http://www.voanews.com/learningenglish/home/> (aspecto especial: videos con subtítulos y velocidad moderada para los estudiantes de nivel A1, A2, B1; audios descargables).

<http://www.mansioningles.com/> (aspecto especial: actividades variadas. Gramática, lectura, vocabulario y audios en inglés británico y americano para niveles desde A1 hasta C2 ; audios descargables)

<http://www.saberingles.com.ar/> (aspecto especial: curso completo bilingüe especializado en todos los aspectos del inglés, diseñado especialmente para estudiantes de inglés de nivel A1 a B2)

<http://www.englishclub.com/> (aspecto especial: curso completo monolingüe especializado en todos los aspectos del inglés, diseñado especialmente para estudiantes de inglés de nivel A1 a B2)

SPECIALIZED SITES:

Interesting pages in business, economy, finances, administration, marketing, business venture, financial news, reports, etc.

<http://money.cnn.com/>

<http://www.businessweek.com/>

<http://www.entrepreneur.com/>

<http://www.bbc.co.uk/news/business/>

<http://www.bloomberg.com/>

<http://www.nasdaq.com/>

<http://finance.yahoo.com/>

<http://www.dowjones.com/index.asp>

<http://www.bizjournals.com/>

<http://american.com/>

<http://www.rd.com/>

Nombre	Formación Académica	Experiencia Académica y Profesional	Correo electrónico y teléfono de contacto