



UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Further Language Skills in Management Sciences I - English

2021-2-F7701M070

Learning objectives

The course aims to consolidate and extend the language skills attained by the students during their three-year undergraduate studies. Considering the unchallenged role of English as today's *lingua franca*, it is imperative for learners not only to maintain their acquired knowledge of the language but also keep abreast of its ever-changing expressions and idioms. _____

The level envisaged is B2/C1 (The Common European Frame of Reference), in the particular field of commerce and business correspondence.

Contents

By the end of the course, students will be familiar with

- the structures of the language
- _____
- the appropriate vocabulary, tone and register in diverse social, business and trade situations
- business communications

They will have improved their general language skills, so as to become autonomous and effective users of business language

Detailed program

The course will provide models and exercises relating to the varied situations students are likely to meet in the international business world.

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- typologies of business letters
 - economic and financial considerations
 - formal and informal e-mails
 - job applications and CVs
 - business organisations
 - letters of enquiry
 - internet: e-business and e-commerce
 - replying to enquiries
 - banks and financial institutions
 - retailing
 - international trade

Prerequisites

Pass in English at first degree level or equivalent

Teaching methods

In this period of Covid-19 emergency , we hope to be able to hold some lessons in class, but it is more than likely that the course will have to rely on recorded/televised lessons and video conferences.

Assessment methods

During this period of continued uncertainty, the examination will be accessed online. It consists of 60 questions based strictly on the material studied on class. The student is required to insert the missing word.

Textbooks and Reading Materials

Practical Business Skills, R.Anderson , 2014, Maggioli Milano

Semester

first semester

Teaching language

English
