UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Further Language Skills in Management Sciences I - English

2122-2-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 to keep abreast of its ever-changing expressions and idioms. The course thus aims to develop and refine the students' ability to succeed in the dynamic environment of the English-speaking business world today.

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 structure of the language
- communication in commercial contexts
- 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 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.

Topics to be treated include:

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 situations

retailing

international trade

Prerequisites

Pass in English at first degree level or equivalent

Teaching methods

It is hoped that classes will be able to take place *in presence*, but if not, they will consist of recorded lessons interspersed with video meetings.

Assessment methods

During this period of continued uncertainty, the examination will probably continue to be assessed online or in the laboratory. The exam lasts 60 minutes and consists of 60 questions based strictly on the material studied in class. In each sentence the students are required to insert the missing word in the correct form.

Textbooks and Reading Materials

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

Extra material taken from English newspapers and journals will be added during the course and made available on e-learning.

Semester

first semester

Teaching language

English