



UNIVERSITÀ  
DEGLI STUDI DI MILANO-BICOCCA

## SYLLABUS DEL CORSO

### Ulteriori Conoscenze Linguistiche per le Scienze Economico Aziendali I - Inglese

2324-2-F7701M070

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#### 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**

Standard lessons

## **Assessment methods**

The online exam lasts 70 minutes and consists of 55 questions “cloze” type sentences where students are required to insert the missing word in the correct form, and 1 open question. The “cloze” sentences and the open question are based on the material studied in class.

## **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**

Second semester

## **Teaching language**

English

## **Sustainable Development Goals**

QUALITY EDUCATION

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