UNIVERSITÀ
DEGLI STUDI DI MILANO-BICOCCA

COURSE SYLLABUS

Further Language Skills in Management Sciences I - English

2526-2-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 everchanging 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.

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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 60 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 questions are based on the material studied in class.

Textbooks and Reading Materials

Practical Business Skills, R. Anderson, 2014, Maggioli Milano
Articles adapted from English newspapers and journals used during the course and made available on e-learning.

Semester

Second semester

Teaching language

English

Sustainable Development Goals

GOOD HEALTH AND WELL-BEING | QUALITY EDUCATION | GENDER EQUALITY | DECENT WORK AND ECONOMIC GROWTH