

1.- ASIGNATURA	
1.1.- MATERIA (ÁREA DE CONOCIMIENTO)	Idiomas
1.2.- DENOMINACIÓN	Inglés III
2.- PROFESOR/A (S)	Mella O'Connor / Ian Spence
3.- CARACTERÍSTICAS	
3.1.- CARÁCTER	Consular
3.2.- EXTENSIÓN (créditos)	12
3.3.- CURSO	Tercero
3.4.- CUATRIMESTRE	Primero y Segundo (Anual)
3.5.- IDIOMA	Inglés
4.- COMPETENCIAS GENERALES	CG4 Comprender y expresar ideas de forma eficaz, a nivel de alto en inglés para manejarse en cualquier entorno, y a nivel intermedio en otro idioma extranjero, que permita desenvolverse, al menos, en el ámbito empresarial.
	CG9 Ser capaz de integrarse y comunicarse con expertos de otras áreas y en distintos contextos.
5.- COMPETENCIAS ESPECÍFICAS	-
6.- CONTENIDOS	
LEVEL VANTAGE	
1. Business meetings	
Topic: meeting trends; usefulness of face to face meetings; influence of technology on meetings	
1.1 Reading: skimming; multiple-choice questions	
1.2 Writing: a short email agreeing, suggesting, explaining and requesting	
1.3 Listening: short extracts; a discussion	
1.4 Speaking: explaining trends; expressing statistics; making contrasts and comparisons; role-play: a formal marketing meeting	
1.5 Grammar: referencing	
1.6 Vocabulary: phrases expressing reasons for meetings; verb + meeting collocations; crucial, priceless, etc. phrases for agreeing, disagreeing etc.	
2. Spending the sales budget	
Topic: thinking about sales, sales techniques and costs	
2.1 Reading: dealing with open cloze; report reading	
2.2 Writing: a report based on graphic input and handwritten notes; writing the introduction; making recommendations	
2.3 Listening: note-taking from an authentic source; listening to short extracts	
2.4 Speaking: giving opinions; discussing sales and travel	
2.5 Grammar: giving reasons and explaining methods; using the passive to express opinions and ideas	
3. Social media and business	
Topic: the uses of social media in business	
3.1 Reading: a short email, thinking of synonyms; matching statements and sections; editing an email	
3.2 Writing: a short email explaining, informing and asking for a suggestion; planning a longer email; writing a longer email asking for information	
3.3 Listening: note completion; predicting information	
3.4 Speaking: discussing how to use social media	
3.5 Grammar: use and non-use of definite article	

4. Business and the environment

Topic: making businesses more environmentally friendly

- 4.1 Reading: making offices more environmentally friendly
- 4.2 Writing: a short memo. Internal emails, suggesting and offering
- 4.3 Listening: note-taking multiple choice
- 4.4 Speaking: short presentations
- 4.5 Grammar: expressing causes

5. A staff survey

Topic: changes in the way people work

- 5.1 Reading: Analyzing a report on a survey, multiple choice cloze
- 5.2 Writing: A survey; a report; planning a longer email; writing a longer email asking for information
- 5.3 Listening: short extracts; completing notes on phone calls
- 5.4 Speaking: talking about change; working conditions and staff social programmes
- 5.5 Grammar: reporting verbs and reported speech

6. Offshoring and outsourcing

Topic: moving business activities to other companies or locations

- 6.1 Reading: scanning, skimming and multiple-choice questions
- 6.2 Writing: a proposal
- 6.3 Listening: an authentic interview, multiple choice questions
- 6.4 Speaking: a short presentation, role play, discussion of pros and cons of offshoring
- 6.5 Grammar: third conditionals

7. Customer satisfaction and loyalty

Topic: achieving customer satisfaction and loyalty

- 7.1 Reading: Skimming multiple choice, completing a memo
- 7.2 Writing: An email apologising
- 7.3 Listening: Note-taking; encouraging customer loyalty
- 7.4 Speaking: Short talks in a staff meeting, customer and staff satisfaction
- 7.5 Grammar: relative pronouns and relative clauses

LEVEL HIGHER

1. Negotiating a lease

- 1.1 Reading: How the JJ Group prepare tenders
- 1.2 Listening: Gifford Engineering
- 1.3 Speaking: How does the company achieve competitive advantage?

2. Workplace atmosphere

- 2.1 Reading: proposal for adding to our product range
- 2.2 Listening: Extending the product range
- 2.3 Writing: A proposal for breaking into the Chinese market

3. The workforce of the future

- 3.1 Reading: Nestlé in Thailand
- 3.2 Listening: Presentation on the Chinese ice-cream market
- 3.3 Speaking: The ice cream in your country

4. Productivity

- 9.1 Reading: Motoring online
- 9.2 Listening: Advertising and the internet
- 9.3 Speaking: How you use the internet to buy things
- 9.4 Vocabulary: Straightforward, although, however...

5. Staff negotiations

- 5.1 Reading: A brief sales report
- 5.2 Writing: a sales report based on a chart
- 5.3 Listening: Mehtar Tilak on sales activities
- 5.4 Speaking: Synonyms for increase and decrease
- 5.5 Grammar: present perfect simple / continuous
- 5.6 Vocabulary: The best medium for selling different products and services

6. Corporate ethics

- 6.1 Reading: cracking the big company market
- 6.2 Listening: Cold-calling a client and making a sales pitch
- 6.3 Speaking: How do you react to a cold - call? Finding out about work problems
- 6.4 Grammar: Cleft sentences
- 6.5 Vocabulary: Cold-calling and advising on breaking into a new market.

7. METODOLOGÍA	<p>Presentation of textual material in class with emphasis on grammar forms and the appropriate vocabulary. Practice of both through classroom exercises and homework assignments. Discussion of topics in the text through open discussion, closed group discussion, role play and introduction of additional but related material from the English media.</p> <p>Students will be encouraged to use the language forms in realistic contexts and develop confidence in the concepts and material</p>																																																																												
8.- RESULTADOS DEL APRENDIZAJE	<ul style="list-style-type: none"> - Recibir y transmitir mensajes orales que puedan generarse durante una jornada laboral normal. - Ser capaz de entender y emitir correspondencia e informes que se utilizan en un contexto profesional. - Atender todo tipo de peticiones de bienes o servicios. - Ser capaz de hacer aportaciones eficaces en reuniones y seminarios de trabajo. 																																																																												
9.- CRITERIOS DE EVALUACIÓN	<table border="1" data-bbox="496 573 1509 745"> <thead> <tr> <th data-bbox="496 573 938 607">Criterio</th> <th data-bbox="938 573 1281 607">Competencias</th> <th data-bbox="1281 573 1509 607">Valor (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 607 938 640">Pruebas individuales</td> <td data-bbox="938 607 1281 640">CG4, CG9</td> <td data-bbox="1281 607 1509 640">45%</td> </tr> <tr> <td data-bbox="496 640 938 674">Prueba final escrita</td> <td data-bbox="938 640 1281 674">CG4, CG9</td> <td data-bbox="1281 640 1509 674">25%</td> </tr> <tr> <td data-bbox="496 674 938 707">Prueba final oral</td> <td data-bbox="938 674 1281 707">CG4, CG9</td> <td data-bbox="1281 674 1509 707">25%</td> </tr> <tr> <td data-bbox="496 707 938 745">Actitud, asistencia y participación</td> <td data-bbox="938 707 1281 745">CG4, CG9</td> <td data-bbox="1281 707 1509 745">5%</td> </tr> </tbody> </table> <p data-bbox="496 752 1509 842">Observaciones generales - Para ser evaluable en la primera convocatoria será requisito imprescindible haber participado, al menos, en el 85% de las sesiones presenciales</p> <p data-bbox="496 848 1509 1066">Observaciones convocatoria extraordinaria El criterio “Actitud, asistencia y participación” no tiene valor, pasando las pruebas individuales a tener un valor del 50% Las calificaciones de las pruebas individuales de la convocatoria ordinaria se mantienen y podrán ser mejoradas con nuevas pruebas propuestas por el profesor. En caso de que las pruebas individuales sean inferiores a 5.0, no tendrán valor y la prueba final escrita supondrá un 50% y la prueba final oral supondrá el otro 50%.</p> <p data-bbox="496 1072 1509 1227">Observaciones convocatorias para alumnos de años anteriores (sin docencia) El criterio “Actitud, asistencia y participación” no tiene valor, pasando las pruebas individuales a tener un valor del 50% En caso de que las pruebas individuales sean inferiores a 5.0, no tendrán valor y la prueba final escrita supondrá un 50% y la prueba final oral supondrá el otro 50%.</p>											Criterio	Competencias	Valor (%)	Pruebas individuales	CG4, CG9	45%	Prueba final escrita	CG4, CG9	25%	Prueba final oral	CG4, CG9	25%	Actitud, asistencia y participación	CG4, CG9	5%																																																			
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