

a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20365-20371 (20421)

English Language, First and Second language

B2 business

Class contents and exam requirements are the same for both attending students and non-attenders

Program	Master of Science
Degree course	<ul style="list-style-type: none">• M, MM, AFC, CLEFIN, CLELI, DES (taught in Italian)• M, IM, MM, AFC, GIO, FINANCE, ACME, ESS, EMIT (taught in English)
Teaching activity	annual: 1 st year, 2 nd semester (36 hours) - 2 nd year, 1 st semester (36 hours); (total classroom teaching hours 72). The course is activated if there is a sufficient number of participants
Minimum Initial Level	In order to attend the class in a productive way, students are advised they need a B2 general level of knowledge of the language.
Objective	To help students develop their English-language skills, in particular: <ul style="list-style-type: none">• the vocabulary necessary for professional purposes• the ability to take an active part in formal conversations about routine and non-routine matters• the ability to write professional documents, presenting arguments for and against a point of view and explaining the advantages and disadvantages of the various positions• the ability to understand and explain pieces written for mother-tongue English readers• to be able to communicate without difficulty in English• understanding the specific usage of common forms and structures
Final Exam	<ul style="list-style-type: none">• Bocconi internal exam (B2 level*) or recognized international certificate• 4 credits, 2nd year, 1st semester
Head Teacher	John McHardy Clark
Note	Only students enrolled in Degree courses taught in Italian can exit at B2 business level

*[Common European Framework of Reference for Languages](#)

Set textbook

- THAINE, *Cambridge Academic English Intermediate*, Cambridge

Recommended textbooks

- MCCARTHY/O'DELL, *English Vocabulary in Use: Upper-Intermediate-2nd Edition*, Cambridge University Press
- EMMERSON, *Business Vocabulary Builder*, Macmillan



- THOMPSON, *Writing Skills for Business English*, Delta

We would like to remind all students that the Language Centre provides information and counseling regarding language study. Students can find various material for preparation in [internationally recognized certificates by the University](#) and Bocconi internal exam at the [language laboratory](#) (multimedial library) and online (visit: www.unibocconi.eu/languagecenter, in Language Laboratory).

Resources

Materials prepared by professors
Self-study programme
Past exams
Extra teaching materials
Language tutors
Office Hours for Bocconi teachers
International certificates recognized

Class activities & skills

At the end of the course, the student should be able to:

- **reading skills:** understand and explain articles on business topics written for English ,other-tongue readers, with particular focus on critical reading skills
- **listening skills:** understand authentic conversations and speech, take notes and correctly comprehend numbers and dates in business-related matters
- **writing skills:** write a professional document, with particular focus on presenting arguments for and against a point of view and the advantages and disadvantages of the various positions.
- **speaking skills:** take an active part in formal discussions on familiar topics, both personal and professional
- **mechanics and structure:** construct appropriate written and spoken sentences
- **vocabulary:** understand commonly-used business terminology

The course is aimed at students who are already at B2 level in general English.

Course contents:

- the course is split up into 10 topic areas which focus on different skills and topics. The first 5 are covered in the first semester of the course (Spring 2016) and the rest in the second semester (Fall 2016)
- **“skills” activities:** lesson will contain various activities, including writing exercises, reading and comprehension, listening passages and speaking exercises. Particular attention is focused on practicing exercises as contained in the final exam

Self-Study activities & skills

Learning a language and effective preparation for the Bocconi exam require regular attendance of lessons and constant effort also in terms of autonomous study.

For this purpose, a series of activities to be done in the textbooks (see adopted and suggested texts). In the Libraries students can also find the material provided by the teacher in the classroom and some previous exam papers. It is suggested to dedicate 3-5 hours weekly for independent study.



Core topic	Skills Developed	Self-Study
Course Orientation	Establishing study goals in academic business English Reading and writing in an academic business context The role of language in academic business English Aims of the course	
Learning styles	Reading skill development: scanning/ skimming/ gist Understanding meaning from contexts Grammar in context: usage in academic English Organising ideas to write/ use of linking words Production of a piece of written work	<i>Cambridge Academic English Intermediate:</i> Grammar and vocabulary page 24 (ex 1,2,3), page 25 (ex 4,5)
Problems in the natural world	Writing: paragraph building/structure Grammar in context: Perfects/ noun phrases Identifying text relevance Understanding Essay questions: preparing to write Introductory letter writing/ standard phrases	<i>Cambridge Academic English Intermediate:</i> page 36 (ex 1,2), page 37 (ex 3,4,5)
Talking about products	Lecture skills/ organising notes Vocabulary: Key expressions/ for the context If clauses Listening: key information CV preparation/covering letter Interview simulations/Interview skills/techniques	<i>Cambridge Academic English Intermediate:</i> page 38 (ex 1,2) page 40 (ex 5)
Indications and trends	Writing: Planning the main paragraphs of an essay Writing: a short report/ letter of advice Language for describing statistics Vocabulary for economic graphs Approaches to note taking/ expansion Grammar in context: past perfect/ if clauses	<i>Cambridge Academic English Intermediate:</i> page 52 (ex 1,2,3) page 53 (ex 4,5)
The information Age	Arguing/ putting forward points of view Interactive reading/reading for the main ideas in texts Drafting and building arguments Vocabulary building/prepositional phrases Grammar in context CV writing and covering letter	<i>Cambridge Academic English Intermediate:</i> page 64 (ex 1,2,3) page 65 (ex 5,6)

On Budget	Language of presentations Giving presentations/ describing processes in seminar presentations Vocabulary in context Text organisation 1	<i>Cambridge Academic English Intermediate:</i> page 80 (ex 1,2,3,4) page 81 (ex 5)
Innovation	Comparative language/Comparing and contrasting Discussion techniques: taking turns Vocabulary in context Joining ideas Giving presentations	<i>Cambridge Academic English Intermediate:</i> page 108 (ex 1,2,3) page 109 (ex 4,5)
IT issues	Grammar in context: Cohesive devices Problem solution patterns Crime vocabulary/ international crime Idea generation Text organisation 2	<i>Cambridge Academic English Intermediate:</i> page 136 (ex 1,2) page 137 (ex 3,4)
Culture Shock	Planning the shape of an essay Text organisation 3 Writing conclusions Vocabulary: Compound words/word building Interactive Listening Discussion techniques	<i>Cambridge Academic English Intermediate:</i> page 148 (ex 1,2) page 3 (ex 3,4)
INTERNAL EXAM PREPARATION	Reading, writing, listening and oral preparation	

Exam content and description

Objectives

The exam is scored out of a maximum of 30 points, which will go into the calculation of your grade point average, and evaluates your ability to:

- listen to complex passages of some length and rework the information contained
- understand authentic written pieces
- understand and use common English words and business English vocabulary
- write a task in the appropriate format
- oral interaction: presentation and discussion
- demonstrate your knowledge of the language, by correctly using a range of vocabulary and grammatical structures

Exam Terms

The exam consists of **two compulsory** parts: a **written test** and an **oral test**.

In order to sit for exams, both written and oral, it is necessary to enroll for the exam through Punto Blu. Both tests must be successful for the exam to be recorded.

For the **written test**:

- the written test can be taken again before sitting for the oral test
- the handing in of the exam paper makes the previous written exam taken null

For the **oral test**:

- it can only be taken if the written test has been successful (minimum mark: 18/30)
- it can only be taken within the validity terms of the written test (see section **Written Exam, Validity**)
- it involves the preparation of the content and any materials as indicated in the program (see section **Oral exam, Test**)

- once the oral exam is passed, the oral mark is added to the written one to define the final grade (see section **Oral Exam, Final grade**)

Written Exam

The written exam consists of three parts. Each part is worth assigned a mark and the sum of these marks is converted into thirtieths to give the final grade.

First part	Listening	30 marks
Objective	Checking understanding of a spoken passage and making accurate notes of the information contained	
Skill	Listening to messages and announcements, surveys, radio broadcasts	
Test	Sentence and/or table completion, true/false questions, multiple choice answers, open/closed questions	
Second part	Reading and Vocabulary	40 marks
Objective	Checking 1) correct understanding of written material ; 2) the ability to rework the contents in a well-structured way and express personal opinions; 3) knowledge of business English vocabulary	
Skill	Understanding one or more passages of a certain complexity	
Test	Sentence and/or table completion, true/false questions, multiple choice answers, open/closed questions, producing appropriate sentences	
Third part	Writing	30 marks
Objective	Checking the ability to express a point of view in a clear and appropriate way	
Skill	Writing authentic documents	
Test	Writing memos, letters or short reports according to instructions	
Duration	150 minutes	
Dictionary	Dictionaries are not allowed	
Validity	it is valid for the 3 subsequent oral exams, and it is also valid for the subsequent 12 months but there is a penalty that must be paid (see <i>Oral Exam, Final grade</i>)	

Oral Exam

Objective	Presenting and discussing a topic from the syllabus
Skill	Presentation and discussion
Test	The oral exam has two parts: Presentation: each student gives a presentation (lasting 3-5 minutes) prepared in advance using slides and based on the topics in the course book, <i>Cambridge Academic English Intermediate</i> . The other students must follow the speaker's presentation. Discussion: the candidates, in groups of 2 or 3, are asked to discuss a business-related to the presentation they have selected and prepared. Candidates will be assessed on their presentation and performance, interacting with each other and the

	examiner
Duration	10-12 minutes
Dictionary	Dictionaries are not allowed
Final grade	<p>The oral exam can only be taken once you have passed the written exam. Students will be assessed in terms of their practical ability to communicate. During the oral exam marks can be added to or subtracted from the written exam result in the following way:</p> <ul style="list-style-type: none"> • by +4 or -4, if the oral exam is passed within the 3 oral exams subsequent to the written exam; • by +1 or -4, if the oral exam is passed after the first 3 subsequent oral exams, but still by 12 months subsequent to the written exam

As an alternative to the Bocconi exam, students may choose to register one of the [international certifications recognized by the University](#). The achieved result is converted into a number grade out of a possible thirty and is registered in their academic record.

Additional Points

The assessment of language skills depends both on the result of the final exam and on marks awarded during the year:

1. **Positive participation in the course and completion of self-study activities**
2. **Partial Exam**
3. **Exam passed the first time it is taken**

Points are registered at the same time the oral exam is passed

1. Positive participation in the course and completion of self-study activities

Objective	To encourage constant and active improvement in the language
Maximum points awardable	<ul style="list-style-type: none"> • 2 thirtieth: 1 thirtieth for each semester of teaching for active participation in at least 75% of lesson hours + completion of the self-study programme
Assignment of points	Defined by professor at the end of the course on the basis of quality of work performed and respected due dates as indicated the professor in the classroom and also online
Validity	From January to the September immediately following the course. These months are included

2. Partial Exam

Objective	To assess progress in learning the language
Test	<ul style="list-style-type: none"> • listening – comprehension questions on 1 passage • summary writing – summarising a written passage • multiple choice, sentence completion, cloze test, brief writing task • sentence transformations and error correction
Duration	75 minutes
Dictionary	Dictionaries are not allowed
Maximum points awardable	<ul style="list-style-type: none"> • 0.5 thirtieth is awarded on the condition that students pass their final written and oral exam within the first or second scheduled exam session
Assignment of points	<p>Determined by the teacher when the exam has been passed (only 2 grades are awarded - pass/fail): the extra point is given to “pass”.</p> <p>The partial exam pass mark is 75% (36 out of 48).</p>



Validity	From January to the February immediately following the course. These months are included
Note	The exam is open to all students, both attenders and non-attenders enrolled in the first year of their Degree course. It will be held once per academic year in June after classes have finished for the first semester (see General Exams calendar for exact date). Students must enrol at the Punto Blu

3. First year exam passed the first time it is taken

Objective	Reward students who sit for the exam only when really well prepared
Maximum points awardable	<ul style="list-style-type: none">• 0.5 thirtieth
Assignment of points	Automatically, when the student registers for the written exam and hands in the exam for the first time, and passes it (minimum 18/30), and take the oral exam on the first available date subsequent to the written exam