



a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20365-20371 (20421)

English Language – First and Second language
C1 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 course: 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 enable students to develop their language skills, especially with regard to: <ul style="list-style-type: none">• communicating at an advanced level in English• explaining complex issues in a clear and well-structured way, developing points of view at some length and backing these up with extra information, reasoning and pertinent examples• writing professional documents which include the development of a subject in a systematic way and clearly illustrate the main points and the evidence to support them• concise and accurate summary writing• accurate understanding of when and how to use specific vocabulary, forms and structures
Final Exam	<ul style="list-style-type: none">• Bocconi internal exam (C1 business level*) or an international certification from among those recognized by the University• 4 credits, 2nd year, 1st semester
Head Teacher	John McHardy Clark
Note	All students attending degree courses taught in English must exit at C1 level; this applies to English as a first or as a second foreign language

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

Set Textbook

- HEWINGS & THAINE, *Cambridge Academic English Advanced Student's Book*, Cambridge



Recommended textbooks

- Oshima/Hogue, *Writing Academic English*, Longman
- Thompson, *Listening and Note-Taking*, Delta Publishing

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 in detail complex texts on business English subjects written for mother-tongue English readers. Particular attention is focused on critical reading skills
- **listening skills:** understand authentic conversations and speeches of some length, take notes and write summaries of the contents
- **writing skills:** write a convincing professional document using the correct type of language for that purpose
- **speaking skills:** express opinions and reasoning in a convincing way in professional situations: particular attention is focused on group work and case studies
- **mechanics and structure:** construct appropriate sentences in writing and speech with only rare errors of grammar or syntax
- **vocabulary:** use without undue difficulty common terminology in business English as well as understanding less frequently used vocabulary

The course is aimed at students who are already at a good B2 level.

The teaching will consist of the following activities:

- **modules:** the course is divided into 10 core topic areas allowing focus on different skills and subjects. Five topics are covered in the first semester (Spring 2016) – and the remainder in the second semester (Fall 2016)
- **“skills” activities:** writing, reading, listening and speaking skills will be developed. There will be focus 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: seminar skills	Being a good independent learner Study strategies Practice in gist and detailed listening Good business language Understanding feedback	
Advertising and critical thinking	Summary Writing Production of a piece of written work Pros and cons of group work Reading critically	<i>Academic English Advanced:</i> page 24 (ex 1,2) page 25 (ex 3)
Innovation and invention	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>Academic English Advanced:</i> page 36 (ex 1,2) page 37 (ex 3)
Working in groups: seminar skills	Giving a feedback presentation Organising a group presentation Introducing a group presentation Listening : creating an effective presentation Giving a mini presentation	
It education and business	Writing a proposal Introducing presentations Presentation practice Slide production from texts Vocabulary Reading in detail	
Culture, science and society	Giving opinions in presentations Presentation practice Vocabulary building collocations/formal informal verb forms Writing practice	<i>Academic English Advanced:</i> page 80 (ex 1,2) page 81 (ex 3,4,5)
Marketing and consumers	Reading in detail Presentation practice Writing conclusions and recommendation Understanding detailed points note taking Understanding the main points Complex noun phrases	<i>Academic English Advanced:</i> page 108 (ex 1,2,3) page 109 (ex ,4,5)
Criminology	Dealing with questions in presentations Vocabulary building Organising information in texts Problem solution phrases Presentation practice	<i>Academic English Advanced:</i> page 120 (ex 1,2) page 121 (ex 3,4)
Communicating science	Working with supervisors Following the argument in a long	<i>Academic English Advanced:</i> pages 148 and 149



	article Writing practice Punctuation Conditional expressions	
Facing challenges	Working with colleagues/problem solving Developing arguments in an essay Vocabulary in context Reading in detail	<i>Academic English Advanced:</i> page 52 (ex 1,2) page 53 (ex 3)
Further work		<i>Academic English Advanced:</i> page 92 (ex 1,2,3) page 93 (ex 3,4) page 136 (ex 1,2) page 137 (ex 3,4)
Internal Exam preparation	Reading, writing, listening and oral prep	

Exam content and description

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 writing of some complexity
- write tasks 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 two parts. Each part is assigned a mark out of 15 and the sum of these marks is converted into thirtieths to give the final grade.

First part	Listening to writing	Marks 15
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Objective	Checking comprehension of a spoken passage and writing a task reworking the information contained according to instructions and adding personal opinions.	
Skill	Listening to descriptions, information and opinions expressed at some length at natural speed and also with background noise	
Test	Summary of the passage(150-180 words), and a written task deriving from the information it contains(220-250 words)	
Second part	Reading to writing	Marks 15
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 as well as less common words	
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	
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

The oral exam is taken by 2-3 candidates at the same time

Objective	Presenting and discussing a topic from the syllabus
Skill	Presentation and discussion
Test	The oral exam has two parts: 1) Presentation: each student gives a presentation (lasting 3-5 minutes) prepared in advance using slides and based on the core topics in the course book (<i>Cambridge Academic English Advanced Student's Book</i>). The other students must follow the speaker's presentation 2) Discussion: the candidates, in groups of 2 or 3, are asked to discuss a business-related topic using the presentation they have selected and prepared before the session. Candidates will be assessed on their presentation and performance, interacting with each other and the examiner
Duration	12-14 minutes
Dictionary	Dictionaries are not allowed
Final grade	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: <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 course work set by Prof.**
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 course work set by class Prof.

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 encourage constant and active improvement in 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 • effective sentence writing exercises
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	Determined by the teacher when the exam has been passed (only 2 grades are awarded - pass/fail): the extra point is given to “pass”. The partial exam pass mark is 75% (36 out of 48)
Validity	From January to 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