

a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20365-20371 (20421)

English Language, Second language

B1 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	<ul style="list-style-type: none">• In order to attend the class in a productive way, students are advised they need a B1 level (intermediate)
Objective	<ul style="list-style-type: none">• Language skills for Bocconi internal exam (B1 business)• To help students improve their English-language skills, in particular with regard to:<ul style="list-style-type: none">○ the ability to use basic forms and structures○ the development and use of active vocabulary and acquiring a basic business English vocabulary○ introduction to understanding authentic pieces of written English
Final Exam	<ul style="list-style-type: none">• Bocconi internal exam (B1 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	Only students enrolled in Degree courses taught in Italian can exit at B1 business level and this can only count as their second language

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

Set Textbooks

- HUGHES, *Total Business 2 Student's Book*, Summertown Publishing
- DUMMETT, *Total Business 2 Work Book*, Summertown Publishing
- THOMPSON, *Fundamental Writing Skills*, Egea
- Business English Self-Study Program

Recommended textbooks

- Macmillan *Essential Dictionary for Learners of English*, Macmillan
- Redman, *English Vocabulary in Use: Pre-intermediate and Intermediate*, Cambridge University Press

We remind you that the Language Center offers to all students an information and consultancy service for the study of languages. In addition, at its [language laboratories](#), multimedia library, and online a variety of materials for students wishing to prepare for [international certificates recognized by the University](#) also for Bocconi exams (visit: www.unibocconi.eu/languagecenter).

Resources

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

Classroom activities & Skills

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

- use basic forms and structures to communicate without undue difficulty in given situations and about familiar subjects
- understand and use the most common words
- understand and use the basic business English terminology
- read and understand brief authentic written pieces (length approx. 750 words)

The teaching will consist of the following activities:

- **grammatical revision:** developing correct forms and structures
- **vocabulary extension:** reading authentic texts from books, newspapers and internet
- **written assignments:** individual topics or working in small groups, presenting work to the class, writing formal letters, memos, e-mails and other work-related tasks
- **reading comprehension:** analysis and presentation in class of passages selected by the teacher
- **oral interaction:** discussing day-to-day issues or work-related topics
- **mock exams and testing:** practice using past papers

Self-Study activities & skills

Learning a language and effective preparation for the 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*. 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.

Skills	Subjects	Grammar	Activities*
<ul style="list-style-type: none"> • Vocabulary: Different ways of working • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Ways of Working	Present Tenses	<ul style="list-style-type: none"> • Students Book Unit 1 • Workbook Unit 1 • Thompson, Unit 1



<ul style="list-style-type: none"> • Vocabulary: Benefits and Incentives • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Company benefits	The Past	<ul style="list-style-type: none"> • Students Book Unit 2 • Workbook Unit 2 • Thompson, Units 2 & 10
<ul style="list-style-type: none"> • Vocabulary: Types of Business • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Starting a Business	will and the future	<ul style="list-style-type: none"> • Students Book Unit 3 • Workbook Unit 3 • Thompson, Unit 8
<ul style="list-style-type: none"> • Vocabulary: Types of Advertising • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Advertising	Modals	<ul style="list-style-type: none"> • Students Book Unit 4 • Workbook Unit 4 • Thompson, Unit 11
<ul style="list-style-type: none"> • Vocabulary: Verb Collocations • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	The Workplace	Reporting	<ul style="list-style-type: none"> • Students Book Unit 5 • Workbook Unit 5 • Thompson, Unit 13
<ul style="list-style-type: none"> • Vocabulary: Hiring & Firing • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Recruitment	Passives	<ul style="list-style-type: none"> • Students Book Unit 6 • Workbook Unit 6 • Thompson, Unit 9
<ul style="list-style-type: none"> • Vocabulary: Describing Jobs • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Sales	Comparatives & Superlatives	<ul style="list-style-type: none"> • Students Book Unit 7 • Workbook Unit 7 • Thompson, Unit 3
<ul style="list-style-type: none"> • Vocabulary: Linking Phrases • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Training	-ing forms and infinitive	<ul style="list-style-type: none"> • Students Book Unit 8 • Workbook Unit 8 • Thompson, Units 4 & 15
<ul style="list-style-type: none"> • Vocabulary: Telephone Words • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Branding	Relative Clauses	<ul style="list-style-type: none"> • Students Book Unit 9 • Workbook Unit 9 • Thompson, Unit 12
<ul style="list-style-type: none"> • Vocabulary: Verb + Noun Combinations • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Price Management	Conditionals	<ul style="list-style-type: none"> • Students Book Unit 10 • Workbook Unit 10 • Thompson, Units 6 & 14
<ul style="list-style-type: none"> • Vocabulary: Financial & Trade Terms • Reading Skills • Listening Skills • Writing Skills • Speaking Skills 	Ethical Economics	Articles	<ul style="list-style-type: none"> • Students Book Unit 11 • Workbook Unit 11 • Thompson, Units 5 & 7
<ul style="list-style-type: none"> • Vocabulary: Legal Terms • Reading Skills 	Business Law	Indirect Questions and	<ul style="list-style-type: none"> • Students Book Unit 12 • Workbook Unit 12



<ul style="list-style-type: none"> • Listening Skills • Writing Skills • Speaking Skills 		tags	<ul style="list-style-type: none"> • Thompson, Appendix 1
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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:

- understand fairly long and complex listening passages, making notes and reworking the information heard
- write structured texts of various types according to instructions
- 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 assigned a mark out of ten and the sum of these marks is converted into thirtieths to give the final grade

First part	Listening	10/30
Objective	Check candidates' ability to understand the topic, language and opinion expressed in a brief listening passage	
Skill	Listening to messages, announcements, surveys, radio broadcasts	
Test	Sentence and/or table completion, true/false questions, multiple choice answers	
Second part	Use of Language	10/30
Objective	Checking that students can use the main forms and structures with reasonable ease	
Skill	Identifying and using main forms and structures	
Test	Sentence and/or table completion, true/false questions, multiple choice answers, open/closed questions, producing appropriate phrases	
Third part	Reading comprehension	10/30
Objective	Checking that students can understand texts and rework information in a written task following instructions, usage of common vocabulary	
Skill	Comprehension of one or more authentic texts, possibly containing tables, graphs, images.	
Test	Sentence and/or table completion, true/false questions, multiple choice answers,	



	open/closed questions
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	Explain and discuss the contents of the articles chosen, answering examiners' questions
Skill	Presentation and conversation
Test	Presentation of a dossier, prepared by the student, containing 5 articles relating to one or more business-related topics (see course book <i>Total Business 2</i> , English language newspapers or Internet)
Duration	8-10 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 self-study activities**
- 2. Partial exam**
- 3. The exam passed the first time it is taken**

Points are registered immediately after the written 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 by 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	Assess students' progress
Test	<ul style="list-style-type: none">• listening: comprehension questions about 1 listening passage• grammar: multiple-choice grammar questions, sentence completion and transformation• reading and writing: reading comprehension, multiple choice, gap fill and cloze questions, short writing task• brief writing task on a familiar topic
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). Duration: 75 minutes
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 enroll at the Punto Blu

3. The 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