a.y. 2015-2016/2016-2017

Class contents and exam requirements
Code 20369 - 20375 (20419)
Italian 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	M, IM, MM, AFC, GIO, FINANCE, ACME, ESS, EMIT (taught in English)
Teaching activity	• Annual course: 1st year, 2nd semester (36 hours) - 2nd year, 1st semester (36 hours); (total classroom teaching hours 72) The course is activated if an appropriate number of participants is met
Minimum initial level	In order to attend the class in a productive way, students are advised they need an **A2 level** (pre-intermediate)
Objective	• **Language skills for Bocconi internal exam** (B1 business) • acquisition of language skills to operate independently in a professional context
Final Exam	• Bocconi internal exam (B1 business*) or an international certification among those recognized by the University • 4 credits, 2nd year, 1st semester
Head Teacher	Elisa Turra
Note	The B1 business exit level is only available for students enrolled in a degree course taught in English as their second foreign language

*Common European Framework of Reference for Languages

Set Textbooks
- Costantino, A., Rivieccio, A. *Obiettivo Professione,* Bonacci Edizioni, Roma, 2011
- Authentic materials given during in class: articles taken from newspapers and magazines, videos, internet, extracts from radio conversations and TV programs

Recommended textbook
- Nocchi, S., *Italian Grammar in Practice,* Alma Edizioni, Firenze, 2012

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](#)

Classroom activities & skills

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

- understand the main ideas of some authentic texts and all level-adapted texts on a range of subjects particularly referred to a professional context
- interact spontaneously with native speakers
- write a clear, structured text on a variety of subjects, particularly referred to a professional context
- express a point of view and arguing for and against different opinions

The teaching will propose the following activities:

- **grammatical revision:** consolidation and extension of intermediate grammatical forms and structures
- **vocabulary extension**: the reading of authentic an adapted texts drawn from textbooks, newspapers and the Internet
- **written assignments**: tasks will be set to develop individually or in small groups, at times requiring presentation to the whole class; editing professional documents (formal letter, e-mail, blog)
- **reading comprehension:** presentation and analysis of texts in Italian indicated by the professor
- **oral interaction**: discussion of concepts relating to everyday and professional topics
- **mock exams and testing**: exercises taken from past exams and also full mocks will be given and corrected either in class or at home by the professor

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 textbook (see adopted and suggested texts) and the self-study modules available on the [e-learning](#) platform have been included in the table below. 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.

First Semester		
Topics / Units	**Grammar / Skills**	**Self-Study**
Unità 1 **Incontri d'affari** Saluti e convenevoli Presentarsi I livelli di formalità	Titoli che terminano in -re Preposizioni "da" e "per"	Italian Grammar in Practice: time prepositions pp. 64-67 **Assignment 1: Introduce yourself (write 80-100 words)**

Unità 2 **Presentare il proprio lavoro** Parlare della propria routine lavorativa Parlare del tempo libero	Articoli determinativi Plurale dei nomi in -a Presente indicativo dei verbi regolari Espressioni di frequenza	Italian Grammar in Practice: forms of the definite article pp. 20, 21; the plural form of nouns pp. 26-27 Italian Grammar in practice: present indicative (regular verbs) pp. 16-17 and frequency adverbs pp. 54-55
Unità 3 **Socializzare** Parlare di interessi Esprimere gusti e preferenze Esprimere accordo e disaccordo Cultura in azione: i pranzi d'affari	Pronomi indiretti Si impersonale Possessivi Verbo piacere	Italian Grammar in Practice: unstressed indirect object pronouns pp. 90-91 and impersonal *si pp. 164-165* Italian Grammar in practice: possessive adjectives and pronouns pp. 32-33 **Assignment 2: Describe your food habits, pointing out the differences between Italy and your own country (write 100-150 words)**
Unità 4 **In hotel**	Presente indicativo dei verbi irregolari Verbi servili	Italian Grammar in Practice: present indicative (irregular verbs) pp. 18-19
Unità 5 **In viaggio** Fare il check-in Prendere appuntamenti	Preposizioni di tempo: a, in, di, da Pronomi diretti e pronome partitivo *ne* al presente e al passato Passato prossimo Espressioni di tempo con il passato	Italian Grammar in Practice: time prepositions pp. 64-67 Italian Grammar in Practice: unstressed direct pronouns pp. 90-91 Italian Grammar in Practice: passato prossimo pp. 72-75
Unità 6 **In città** Chiedere e dare indicazioni stradali Chiedere e dire quanto tempo è necessario	Preposizioni semplici e articolate Ci vuole/ci vogliono Imperativo formale	Italian Grammar in Practice: prepositions of place pp. 60-63 and combined prepositions with the definite article pp. 56-57 Italian Grammar in Practice: imperative form pp. 136-137 **Assignment 3: Organizing and promoting an event (150-180 words)**
Unità 7 **Al telefono**	Imperativo informale Pronomi combinati	Italian Grammar in Practice: imperative form pp. 136-137 and combined pronouns pp. 98-99

Unità 8 **Le e-mail** Saluti di apertura e chiusura Formule per: far riferimento a contatti precedenti e futuri; spiegare il motivo della e-mail; richiedere; ringraziare; scusarsi; invitare; inviare documenti; sollecitare	Connettivi Futuro	Italian Grammar in Practice: coordinate conjunctions pp. 194-197 and future simple pp. 84-85
Unità 9 **Fare presentazioni** Consigli tecnici per una presentazione	Condizionale Pronomi relativi	Italian Grammar in Practice: conditional form pp. 108-109 and relative pronouns pp. 100-101
Unità 10 **Riunioni**	Congiuntivo	Italian Grammar in Practice: present subjunctive pp. 142- 143 and subjunctive use pp. 148-151
Unità 11 **Profilo aziendale 1** Presentare un'azienda	Verbi con il doppio ausiliare Comparativi	Italian Grammar in Practice: comparative adjectives pp. 128-129
Unità 12 **Profilo aziendale 2** Raccontare la storia di un marchio	Imperfetto Stare + gerundio	Italian Grammar in Practice: imperfetto pp. 76-79 and stare + gerund pp. 114-115

Second Semester		
Argomenti/Unità	**Grammatica e skills**	**Studio in autonomia guidato**
L'annuncio di lavoro	Verbi pronominali	Modulo in self-learning "Al lavoro!" pp. 1-5
La lettera di accompagnamento al c.v		Modulo in self-learning "Al lavoro!" pp. 9-11
Il curriculum vitae		Modulo in self-learning "Al lavoro!" pp. 6-9
Il colloquio di selezione	Revisione e consolidamento concordanza nome-aggettivo; passato prossimo/imperfetto; condizionale	Modulo in self-learning "Al lavoro!" pp. 12-20 Italian Grammar in Practice: adjectives pp. 30-31; imperfetto pp. 76-79; conditional form pp. 108-109
L'economia italiana	Revisione e consolidamento comparativi	Dispensa fornita dall'insegnante (*) Italian Grammar in Practice: comparative adjectives pp. 128-129
Donne in azienda		(*)
Struttura di una relazione	Revisione e consolidamento congiuntivo e pronomi diretti/indiretti	(*) Italian Grammar in Practice: present subjunctive pp. 142- 143 and subjunctive use pp. 148-151;

		unstressed direct/indirect pronouns pp. 90-91
Simulazioni d'esame		Disco J file Memelli B1 business

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 spoken texts of a certain length and complexity and take notes to provide reformulated answers
- write a text following the recommended text style
- 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

First part	Listening to one or more passages – monologue, dialogue, discussion, survey – containing data, opinions, descriptions, explanations	
Objective	Check candidates' ability to: - understand a listening passage and make brief notes on the information contained therein; - report accurately in a structured written form the information and opinions expressed, possibly adding also a personal comment	
Exam	1. true/false questions; multiple choice answers 2. sentence completion, tables or texts in the cloze test modality (grammar and vocabulary)	**15/30**
Second part	- Writing - Ability to write a text according to instructions given	
Objective	Checking candidates': - Grammar and vocabulary skills - Ability to write accurately a text adequate to a professional context	

Exam	Writing a text (ex. e-mail, post on blogs , formal or informal letter) on the topic given, according to a personal standpoint and following the recommended format	**15/30**
Duration	120 minutes	
Dictionary	Bilingual dictionary can be used	
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 *Oral Exam, Final grade*)	

Oral Exam

Objective	Discussion of the topic presented led by the examiners using ad hoc questions
Skill	Presentation and discussion, reading and comprehension
Test	-The student presents at least an article (min. 700 – max. 1500 words) taken from the Italian press and approved by the teacher prior to the exam -The examiner will also asks the candidate to read and discuss another topic, chosen by them and taken from the subjects contained in the set textbook. It is indispensable that the above-mentioned items are prepared thoroughly for the oral exam and students are advised to prepare themselves well in advance of the date. Details on how to prepare for the exam are to be found online in the library for each language (Bocconi e-learning platform) or at: http://www.unibocconi.eu/languagecenter in Self-Study > Online Materials
Duration	15 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: • by +3 or -3, if the oral exam is passed within the 3 oral exams subsequent to the written exam; • by +1 or -3, 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 the academic career

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 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	• **2 thirtieth:** 1 thirtieth for each semester of teaching for active

awardable	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 September immediately following the course. These months are included

2. Partial Exam

Objective	Evaluate progress in language learning
Test	Skills: • Grammar – Grammar exercises in the following formats: multiple choice answers, sentence completion, transformation • Vocabulary exercises in the following formats: sentence completion, cloze test, multiple choice answers and possibly a short writing
Duration	60 minutes
Dictionary	Dictionaries are not allowed
Maximum points awardable	• **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 after a "pass" grade has been achieved
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. The test takes place once a year, in June at the end of the first semester. Students must enroll for the exams 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	• **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