



a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20368-20374 and 20418

Spanish 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, CLAPI, CLEFIN-FINANCE, CLELI, ACME, DES-ESS, EMIT, GIO
Teaching activity	<ul style="list-style-type: none">• Annual course: 1st year, 2nd semester (36 hours) - 2nd year, 1st semester (36 hours); (total classroom teaching hours 72)• courses taught in Spanish 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 an A2 level (pre-intermediate)
Objective	<ul style="list-style-type: none">• Language skills for certification Diplomas de Español como Lengua Extranjera B1 and B2 of the Instituto Cervantes and Bocconi internal exam (B1 business*)• Acquisition of language skills (B1 level) required for professional purposes
Final Exam	<ul style="list-style-type: none">• Bocconi internal exam (B1 business level*) or an international certification among those recognized by the University• 4 credits, 2nd year , 1st semester
Head Teacher	María del Mar Gilarranz Lapeña

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

Set Textbooks

- Prost, G. Noriega Fernández, A. *Al di@. Curso intermedio de español para los negocios*. Libro del Alumno. SGEL, Madrid 2009
- Gilarranz Lapeña, M. Bordonaba Zabalza, M.C. *Negociar en español. Comunicación, gramática y cultura en lengua española*. EGEA, Milano 2013

Recommended textbook

- Barbero, J.C. San Vicente, F. *Actual. Gramática para comunicar en español*. CLUEB, Bologna 2006

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

Teaching intends to promote the acquisition of **professional language skills**.

In particular, the following will be treated through topics covered in the textbook:

- **extension of business vocabulary**
- **development of listening, reading, speaking and writing skills.** Tasks will be set individually or in small groups, at times requiring presentations to the whole class; editing professional documents (formal letter, e-mail, report)
- **mock exam simulation** for internal examination and for international certificates (**Diploma de Español como Lengua Extranjera B1 and B2** of the Instituto Cervantes)
- **grammar revision**

Self-Study activities & skills

In order to acquire language skills and to prepare correctly for the Bocconi exam, it is important to attend lessons regularly as well as to follow a self-study program.

To reach this objective a series of activities are indicated to be carried out from the textbooks and self-study modules available on the [e-learning](#) platform.

In the Library you can find materials (including past exam) provided by the class professor.

It is suggested to dedicate 3-5 hours weekly for independent study.

2nd SEMESTER (February – May)		
Topic/Units	Grammar/Skills	Self-Study program* (see textbooks)
1 La responsabilidad empresarial Economía social en España. La empresa. El Pacto Mundial.	Presente de Indicativo Pretérito Imperfecto y Perfecto Participio pasado Ser / estar La obligación	<i>Negociar en español</i> Contenidos gramaticales: Unidad 1, 5, 6, 7; Presente Indicativo, regular p. 18. e irregular, p.87. Unidad 2, 3; Verbos ser y estar, p.31. Unidad 8; la obligación, p.113. Unidad 12, 13; Imperfecto, p.169. y Perfecto, p.157. AVE: Nivel B1. Tema 1. Sesión 3. Tema 2. Sesión 3, 4. . Nivel B1.1. Tema 1. Sesión 2, 3, 4. Tema 3. Sesión 3. Tema 4. Sesión 2. Mat. Complementario B1.1 Ficha 3.



		<p>Nivel B1.3. Tema 7. Sesión 1. Nivel B1 3.4. Tema 7. Sesión 1. Tema 9. Sesión 1. Tema 11. Sesión 1.</p>
<p>2 El desarrollo sostenible Energías para el futuro. La política medioambiental. El patrimonio cultural de la humanidad.</p>	<p>Presente Subjuntivo. Usos del Subjuntivo Futuro Indicativo. Usos El superlativo Muy / Mucho</p>	<p>Negociar en español Contenidos gramaticales: Unidad 3; Muy Mucho, p.55. Unidad 10; Comparativos y superlativos, p.135. Unidad 11; Futuro, p.147. Unidad 16; Presente Subjuntivo, 201.</p> <p>AVE: Nivel B1. Tema 2. Sesión 9. Tema 3. Sesión 7. Mat. Complementario B1.1 Ficha 24, 25. Nivel B1.1. Tema 1. Sesión 6, 3. Tema 3. Sesión 3. Tema 2. Sesión 9. Tema 3. Sesión 7. Tema 4. Sesión 1, 8. Tema 5. Sesión 1, 9. Tema 6. Sesión 1, 5. Mat. Complementario B1.2 Ficha 1, 5, 6. Nivel B1.1.2. Tema 4. Sesión 1, 5, 9. Nivel B1.3. Tema 7. Sesión 1, 3. Tema 9. Sesión 5, 6, 7, 8. Nivel B1 3.4. Tema 7. Sesión 4, 8. Tema 9. Sesión 3, 4.</p>
<p>3 En los mercados exteriores IBERIA Internacionalización y Expatriación Seleccionar candidatos</p>	<p>Pretérito Indefinido y Pluscuamperfecto Cambios ortográficos La forma progresiva La concesión. Aunque</p>	<p>Negociar en español Contenidos gramaticales: Unidad 8, 9; Forma Progresiva, p.113. Unidad 13, 14; Indefinido, p.177. y Pluscuamperfecto, p.172.</p> <p>AVE: Nivel B1. Tema 2. Sesión 1, 3, 4, 5, 7. Tema 3. Sesión de 1 a 6. Mat. Complementario B1.1 Ficha 9, 10, 11, 12, 13, 15, 19, 20. Nivel B1.1. Tema 2. Sesión 1, 2, 4, 5, 6, 7. Nivel B1 3.4. Tema 11. Sesión 6. Nivel B1.4. Tema 11. Sesión 6.</p>
<p>4 Empresas y Globalización La empresa multicultural. Negociar con extranjeros. El viaje de negocios.</p>	<p>Imperativo Los pronombres personales Uso de los pronombres con el imperativo Temporales</p>	<p>Negociar en español Contenidos gramaticales: Unidad 18; Imperativo, p.229. Unidad 19; Temporales, p.244.</p>



		<p>AVE: <u>Nivel B1. Tema 2. Sesión 4.</u> <u>Nivel B1.1.Tema 1. Sesión 2. Tema 4. Sesión 3. Tema 6. Sesión 3.</u> Material Complementario B1.2. Ficha 16. <u>Nivel B1.2. Tema 4. Sesión 3. Tema 6. Sesión 3.</u> <u>Nivel B1 3.4. Tema 10. Sesión 8. Tema 11. Sesión 7, 8.</u> <u>Nivel B1.4. Tema 10. Sesión 8. Tema 11. Sesión 7, 8.</u></p>
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1st SEMESTER (September – December)		
<p>5 Liderando empresas EL liderazgo y los líderes El Blog La nueva España</p>	<p>Condional. Usos. Futuro perfecto. La probabilidad Por y Para</p>	<p>Negociar en español Contenidos gramaticales: Unidad 8; Para y Por, p.115. Unidad 15; Condicionales y probabilidad, p.193.</p> <p>AVE: <u>Nivel B1. Tema 3. Sesión 8.</u> Material Complementario B1.1. Fichas 26, 27. <u>Nivel B1.1.Tema 3. Sesión 8. Tema 4. Sesión 4. Tema 5. Sesiones 4, 8. Tema 6. Sesión 2, 5, 8. Material Complementario B1.2. Ficha 20.</u> <u>Nivel B1.2. Tema 5. Sesión 4, 8. Tema 6. Sesión 2.</u> <u>Nivel B1 3. Tema 8. Sesión 2.</u> <u>Nivel B1.3.4. Tema 9. Sesión 2.</u></p>
<p>6 ¡A ganar mercados! El éxito en los negocios. El consumo y los consumidores El turismo español.</p>	<p>Imperfecto de Subjuntivo Tiempos compuestos. Correspondencias temporales. Oraciones condicionales. Quisiera</p>	<p>Negociar en español Contenidos gramaticales: Unidad 20; Imperfecto, p.249., Pluscuamperfecto, p.253., Perfecto, p.251. Subjuntivo</p> <p>AVE: <u>Nivel B1.2. Tema 4. Sesión 4.</u> <u>Nivel B1 3. Tema 8. Sesión 1,3, 4, 6, 7, 8, 9.</u> <u>Nivel B1 3.4. Tema 9. Sesión 6, 7, 8. Tema 10. Sesiones 2, 3, 4, 6, 7. Tema 11. Sesión 2</u> <u>Tema 12. Sesión 2, 3, 5, 6, 7, 8, 9.</u> <u>Nivel B1.4. Tema 10. Sesión 1, 2, 3,</u></p>



		4, 6. Tema 11. <i>Sesión 1, 2, 4.</i> Tema 12. <i>Sesión 2, 3, 6, 8, 9.</i>
7 Cada día más Experiencia Motivar a los empleados Marcas líder en América Latina Emprendedores Latinoamericanos	El estilo indirecto La impersonalidad La forma Pasiva Pero, sino, sino que	Negociar en español Contenidos gramaticales: Unidad 19; Voz Pasiva, p.241. Unidad 22; Estilo Indirecto, p.275. AVE: <u>Nivel B1.</u> Tema 2. <i>Sesión 8.</i> Mat. Complementario B1.1. <i>Ficha 7, 23.</i> <u>Nivel B1.1.</u> Tema 1. <i>Sesión 5.</i> Tema 2. <i>Sesión 8.</i> Tema 3. <i>Sesión 5.</i> Tema 4. <i>Sesión 6.</i> <u>Nivel B1.2.</u> Tema 4. <i>Sesión 1,7.</i> <u>Nivel B1 3.</u> Tema 7. <i>Sesión 9.</i> Tema 9. <i>Sesión 4.</i> <u>Nivel B1 3.4.</u> Tema 9. <i>Sesión 4.</i>
8 Juntos se puede La mujer en el trabajo Europa y América Latina Las nuevas tecnologías	Consecutivas y Causales Ser / estar Como si Oraciones reduplicativas	Negociar en español Contenidos gramaticales: Unidad 16, 17; Sustantivas Relativas, p.220. AVE: <u>Nivel B1.</u> Tema 3. <i>Sesión 3.</i> <u>Nivel B1.1.</u> Tema 4. <i>Sesión 4, 5,7.</i> Mat. Complementario B1.2. <i>Ficha 4.</i> <u>Nivel B1.2.</u> Tema 4. <i>Sesión 2, 5..</i> <u>Nivel B1 3.</u> Tema 7. <i>Sesión 5, 6.</i> Tema 8. <i>Sesión 5.</i> <u>Nivel B1 3.4.</u> Tema 7. <i>Sesión 5.</i> Tema 9. <i>Sesión 5.</i> <u>Nivel B1.4.5.</u> Tema 10. <i>Sesión 9.</i>

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

First part	Listening to two passages – monologues, dialogues, discussion, surveys – containing data, opinions, descriptions, explanations	
Objective	To test: understanding of oral texts, appropriately discerning information and data	
Test	1. listening: true/false questions	5/30
	2. listening: multiple choice answers	5/30
Second part	Reading comprehension of two authentic texts, possibly also containing graphs, tables, images	
Objective	Checking candidates': - ability to understand texts - knowledge of the language	
Test	1. True/false questions or multiple choice answers	5/30
	2. Grammar and vocabulary exercises in the following formats: multiple choice answers, sentence completion, sentence transformation	5/30
Third part	Writing two texts according to the instructions given	
Objective	To test: content processing and drafting of texts appropriate for a professional context	
Test	1. Writing two professional documents according to the instructions given, from a personal point of view	5/30
		5/30
Duration	150 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 <i>Oral Exam, Final grade</i>)	

Oral exam

Objective	Introduce and discuss on a socio economic topic of a popular nature, answering questions asked by the examiner
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Skill	Presentation and discussion
Test	During the oral test the student will be first required to read an article of socio-economic nature from the Spanish press and then to report on and discuss the topic of the article with the teacher. The article will be provided by the examiner during the exam
Duration	15 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 +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 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	Evaluate progress in language learning
Test	<p>Skills:</p> <ul style="list-style-type: none"> • Grammar – Grammar exercises in the following formats: multiple choice answers, sentence completion, sentence transformation • Vocabulary exercises in the following formats: sentence completion, cloze test, multiple choice answers



Duration	60 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 after a “pass” grade has been achieved
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 takes place once every academic year in June after first semester classes have finished (the exact date can be found in the General Exams calendar)

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	The attribution of points is automatic when the student enrolls for and hands in the written exam for the first time; passes it (minimum score 18/30) and takes the oral exam on the first date immediately available after the written exam