



a.y. 2015-2016/2016-2017

Class contents and exam requirements

Code 20368-20374 (20418)

Spanish 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	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 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 B1 level (intermediate)
Objective	<ul style="list-style-type: none">Language skills for certification Diplomas de Español como Lengua Extranjera B2 and C1 of the Instituto Cervantes and Bocconi internal exam (B2 business*)Acquisition of language skills required for communicating at work without difficulty
Final Exam	<ul style="list-style-type: none">Bocconi internal exam (B2 business*) <u>or recognized international certificate</u>4 credits, 2nd year, 1st semester The B2 business language exam counts towards the Master CEMS and replaces the MBC test, provided that the candidate has attended a B2 course for at least one semester
Head Teacher	María del Mar Gilarranz Lapeña

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

Set Textbooks

- Tano, M. *Expertos. Curso avanzado de español orientado al mundo del trabajo*. Libro del alumno. Difusión. Barcelona 2009
- Authentic materials supplied by the teacher in class: newspaper and magazine articles, videos, internet, radio and TV programmes

Recommended textbooks

- Gilarranz Lapeña, M. Bordonaba Zabalza, M.C. *Negociar en español. Comunicación, gramática y cultura en lengua española*. EGEA, Milano 2013
- 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 (DELE - **Diploma de Español como Lengua Extranjera B2 and C1** 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 Incorporación inmediata El anuncio de trabajo Currículum vitae Carta de presentación.	Construcciones pasivas e impersonales Uso del futuro en textos administrativos Usos del imperativo afirmativo y negativo La nominalización en textos administrativos	Negociar en español Contenidos gramaticales: Unidad 18; Imperativo, p. 229. Unidad 19; Voz Pasiva, p.241. Unidad 21; Construcciones impersonales, p.264. AVE: Nivel B2.1. Tema 1. Sesión 2. Tema 2. Sesión 7. Tema 4. Sesión 2. Mat. Complementario B1.1 Ficha 3.



		<p>Nivel B2.1.2 Tema 1. Sesión 2. Tema 4. Sesión 1. Tema 6. Sesión 6, 7, 8.</p> <p>Nivel B2.2. Tema 4. Sesión 1. Tema 6. Sesión 8.</p> <p>Nivel B2.3. Tema 7. Sesión 4, 5.</p> <p>Tema 9. Sesión 7. Tema 8. Sesión 2.</p> <p>Nivel B2 3.4. Tema 7. Sesión 4, 5. Tema 11. Sesión 7, 8.</p> <p>Nivel B2.4. Tema 11.</p>
<p>2 Reunión de equipo La negociación Acta de reunión y agradecimientos.</p>	<p>Presente de subjuntivo regular e irregular Usos del indicativo – subjuntivo Plantear condiciones La atenuación</p>	<p>Negociar en español Contenidos gramaticales: Unidad 16; Presente Subjuntivo y Oraciones Sustantivas, 201.</p> <p>AVE: Nivel B2.1. Tema 1. Sesión 8. Nivel B2.1.2. Tema 3. Sesión 1, 4. Tema 4. Sesión 7. Tema 5. Sesión 1. Tema 6. Sesión 1, 5. Nivel B2.2. Tema 5. Sesión 1, 7. Tema 6. Sesión 5. Nivel B2.3. Tema 7. Sesión 5, 6, 7. Tema 8. Sesión 4, 8, 9. Tema 9. Sesión 5, 9. Nivel B2 3.4. Tema 7. Sesión 4, 6, 7. Tema 8. Sesión 5, 8, 9. Tema 10. Sesión 3, 4, 5, 6, 7. Tema 12. Sesión 3. Nivel B2.4. Tema 10. Sesión 4, 5, 6, 7. Tema 12. Sesión 3.</p>
<p>3 Me trasladan a México Los traslados Solicitud de información Concertar una cita</p>	<p>Condicional simple. El imperfecto de subjuntivo Temporalidad en el futuro con subjuntivo Aconsejar</p>	<p>Negociar en español Contenidos gramaticales: Unidad 15, 16; Condicional simple, p.189. y compuesto, p.192. Unidad 19; Construcciones temporales, p.244. Unidad 20; Imperfecto Subjuntivo, p.249. Unidad 21; Construcciones condicionales, p.259.</p> <p>AVE: Nivel B2.1. Tema 1. Sesión 3. Tema 2. Sesión 3, 4. Nivel B2.1.2. Tema 3. Sesión 4, 5, 6, 7, 8. Tema 6. Sesión 1, 2, 7. Nivel B2.2. Tema 6. Sesión 1, 2. Tema 6. Sesión 5. Nivel B2.3. Tema 7. Sesión 2, 5, 8. Nivel B2 3.4. Tema 7. Sesión 2. Tema 12. Sesión 2. Nivel B2.4. Tema 12. Sesión 1, 2.</p>



<p>4 Exportamos a 70 países El informe Exportación, Importación Carta de reclamación</p>	<p>Pronombres personales complemento Causa, Concesión y Consecuencia La finalidad</p>	<p>Negociar en español Contenidos gramaticales: Unidad 18; Pronombres complemento, p.233. Unidad 22; La finalidad, p.280.</p> <p>AVE: <u>Nivel B2.1.</u>Tema 1.<i>Sesión 2, 7.</i> Tema 2. <i>Sesión 9.</i> <u>Nivel B2.1.2.</u>Tema 1. <i>Sesión 2, 7.</i> Tema 3. <i>Sesión 9.</i> Tema 5. <i>Sesión 5.</i> <u>Nivel B2.2.</u> Tema 5. <i>Sesión 3, 6, 9.</i> Tema 6.<i>Sesión 3.</i> <u>Nivel B2.3.</u>Tema 9. <i>Sesión 8.</i> <u>Nivel B2 3.4.</u> Tema 11. <i>Sesión 7, 9.</i> Tema 12. <i>Sesión 2.</i> <u>Nivel B2.4.</u> Tema 11. <i>Sesión 6, 8, 9.</i></p>
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1st SEMESTER (September – December)		
<p>5 Montamos un negocio El producto El plan de empresa Oferta comercial y presupuesto</p>	<p>Los tiempos del pasado en los relatos Frases de relativo Conectores de causa, consecuencia, etc</p>	<p>Negociar en español Contenidos gramaticales: Unidad 12, 13, 14; Tiempos del Pasado, p.157, 169, 177. Unidad 17; Frases de relativo, p.220.</p> <p>AVE: <u>Nivel B2.1.</u>Tema 1.<i>Sesión 4.</i> Tema 2. <i>Sesión 1, 5, 6, 8, 9.</i> <u>Nivel B2.1.2.</u>Tema 1. <i>Sesión 4, 5.</i> Tema 4. <i>Sesión 8, 9.</i> Tema 5. <i>Sesión 3, 4, 6, 9.</i> Tema 6. <i>Sesión 3.</i> <u>Nivel B2.3.</u>Tema 9. <i>Sesión 1.</i> <u>Nivel B2 3.4.</u> Tema 9. <i>Sesión 1, 3, 5, 7.</i> Tema 11. <i>Sesión 4, 5, 6.</i> Tema 12. <i>Sesión 2.</i> <u>Nivel B2.4.</u> Tema 11. <i>Sesión 1, 4, 5, 6.</i></p>
<p>6 Cuestiones de finanzas Administración doméstica La facturas y Pagos Reclamaciones. El albarán</p>	<p>Comparaciones Estilo indirecto: cambios verbales, temporales</p>	<p>Negociar en español Contenidos gramaticales: Unidad 10; Comparativos, p.135. Unidad 22; Estilo Indirecto, p.275.</p> <p>AVE: <u>Nivel B2.1.</u>Tema 1.<i>Sesión 3.</i> Tema 2. <i>Sesión 3.</i> <u>Nivel B2.1.2.</u>Tema 1. <i>Sesión 3.</i> Tema 4. <i>Sesión 3, 6.</i> Tema 5. <i>Sesión 5.</i> <u>Nivel B2.2.</u> Tema 4. <i>Sesión 3, 6.</i> Tema 6.<i>Sesión 3.</i></p>



		Nivel B2.3. Tema 8. Sesión 4, 5, 6, 7. Tema 9. Sesión 5, 6, 8, 9. Nivel B2 3.4. Tema 8. Sesión 4, 5, 6, 7.
7 El tiempo es oro Administración del tiempo Planes profesionales y personales Condiciones de entrega.	Frases temporales de pasado, presente y futuro Concordancia temporal en las subordinadas Relativas de opinión, gusto, sentimiento Subordinadas con preposición Verbos pronominales	Negociar en español Contenidos gramaticales: Unidad 5; Verbos Pronominales, p.74. AVE: Nivel B2.1. Tema 3. Sesión 2. Nivel B2.1.2. Tema 3. Sesión 2. Nivel B2.2. Tema 4. Sesión 8. Nivel B2.3. Tema 8. Sesión 2. Nivel B2 3.4. Tema 11. Sesión 8. Nivel B2.4. Tema 11. Sesión 8.
8 Producción y fabricación Producción y seguridad Estructura del sector económico El pedido y orden de pedido	Pluscuamperfecto de subjuntivo, usos Condicional compuesto Condicionalidad en el pasado, presente y futuro Explicativas y especificativas Cual/cuales Elisión con ser/estar	Negociar en español Contenidos gramaticales: Unidad 20; Pasados Subjuntivo, p.249. AVE: Nivel B2. Tema 3. Sesión 6, 7, 8. Nivel B2.1. Tema 6. Sesión 4, 6. Nivel B2.2. Tema 6. Sesión 4, 6, 7. Nivel B2.3. Tema 7. Sesión 8. Tema 9. Sesión 4. Nivel B2 3.4. Tema 7. Sesión 1. Tema 9. Sesión 4. Tema 10. Sesión 1. Tema 11. Sesión 1, 3, 5. Tema 12. Sesión 4, 5, 6, 7. Nivel B2.4. Tema 10. Sesión 1, 3. Tema 11. Sesión 1, 3, 5. Tema 12. Sesión 4, 5, 6, 7.

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
- 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 worth assigned a mark and the sum of these marks is converted into thirtieths to give the final grade

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	
Exam	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	
Exam	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	
Exam	1. Writing a report according to the instructions given	10/30
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	Present and discuss a topic, answering examiners' questions
Skill	Presentation and discussion
Exam	Choosing and agreeing on a topic with the teacher, prior to the exam, regarding current Hispanic economic affairs to be presented in the form of an article, accompanied by slides, during the oral test. Will follow a discussion with the examiner. Preparation of the above is indispensable in order to take 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
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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 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 and possibly a short writing
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 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)
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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.