



a.y. 2015-2016/2016-2017

## Class contents and exam requirements

Code 20368-20374 (20418)

Spanish Language – First language

C1 business

Class contents and exam requirements are the same for both attending students and non-attenders

<b>Program</b>	Master of Science
<b>Degree course</b>	M, IM, MM, AFC, CLAPI, CLEFIN-FINANCE, CLELI, ACME, DES-ESS, EMIT, GIO
<b>Teaching activity</b>	<ul style="list-style-type: none"><li>• annual course: 1<sup>st</sup> year, 2<sup>nd</sup> semester (36 hours) -2<sup>nd</sup> year, 1<sup>st</sup> semester (36 hours); (total classroom teaching hours 72)</li><li>• courses taught in Spanish</li></ul> The course is activated if an appropriate number of participants is met
<b>Minimum initial level</b>	In order to attend the class in a productive way, students are advised they need a <b>B2 level</b> (upper intermediate)
<b>Objective</b>	<ul style="list-style-type: none"><li>• <b>Language skills for certification Diplomas de Español como Lengua Extranjera C1</b> of the Instituto Cervantes and <b>Bocconi internal exam (C1 business*)</b></li><li>• Acquisition of language skills required for communicating at work without difficulty</li></ul>
<b>Final Exam</b>	<ul style="list-style-type: none"><li>• Bocconi internal exam (C1 business*) or <a href="#">recognized international certificate</a></li><li>• 4 credits, 2<sup>nd</sup> year, 1<sup>st</sup> semester (accredited for <b>CEMS Master, substitute for MBC test</b>, provided that candidates have attended the B2 course for at least a semester)</li></ul>
<b>Head Teacher</b>	<a href="#">María del Mar Gilarranz Lapeña</a>

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

### Set textbooks

- Gilarranz Lapeña, M. *El español de las finanzas y de los negocios. Lengua de comunicación, traducción y cultura*. Arcipelago, Milano 2009
- Authentic materials supplied by the teacher in class: newspaper and magazine articles, videos, internet, radio and TV programmes

### 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](http://www.unibocconi.eu/languagecenter), in Language Laboratory).



## Resources

<a href="#">Materials prepared by professors</a>
<a href="#">Self-study programme</a>
<a href="#">Past exams</a>
<a href="#">Extra teaching materials</a>
<a href="#">Language tutors</a>
<a href="#">Office Hours for Bocconi teachers</a>
<a href="#">International certificates recognized</a>

### 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 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.

Topic/Units	Grammar/Skills	Self-Study program
La comunicación oral en el trabajo: -La negociación -La presentación	Siglas, acrónimos y abreviaturas Anglicismos, calcos y préstamos Derivación y composición	<b>AVE: Nivel C1. Temas 1, 2.</b> Todas las sesiones. <b>Material Complementario C1.1.</b>
La comunicación oral en el trabajo: -La conversación telefónica -La entrevista	Lenguajes artificiales y alfanuméricos Metáforas	<b>AVE: Nivel C1. Temas 4, 5, 6.</b> Todas las sesiones. <b>Material Complementario C1.2.</b>
La comunicación escrita: -El currículum -El informe	Compuestos, Unidades sintagmáticas, haplogía	<b>AVE: Nivel C1. Temas 7, 8, 9.</b> Todas las sesiones. <b>Material Complementario C1.3.</b>
La carta comercial El comunicado de	El Greenspeak Realia	<b>AVE: Nivel C1. Temas 10, 11.</b> Todas las sesiones.



prensa		
El blog La comunicación interna	Epónimos Fraseología	<b>AVE: Nivel C1. Temas 12, 13.</b> Todas las sesiones. <b>Material Complementario C1.4.</b>

## 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
- Language skills: 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

<b>First part</b>	Listen to two passages – monologue, dialogue, discussion, survey – containing data, opinions, descriptions, explanations	
Objective	To test: understanding of oral texts, appropriately discerning information and data	
Test	1. true/false questions	<b>5/30</b>
	2. multiple choice answers	<b>5/30</b>
<b>Second part</b>	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	<b>5/30</b>
	2. Grammar and vocabulary exercises in the following formats: multiple choice answers, sentence completion, sentence transformation	<b>5/30</b>



<b>Third part</b>	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 a professional document according to the instructions given, from a personal point of view	<b>10/30</b>
Duration	150 minutes	
Dictionary	Bilingual dictionary can be used	
<b>Validity</b>	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 the topic submitted, answering questions asked by the examiner
Skill	Presentation and discussion
Test	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
<b>Final grade</b>	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"><li>• by +3 or -3, if the oral exam is passed within the 3 oral exams subsequent to the written exam;</li><li>• 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</li></ul>

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"><li>• <b>2 thirtieth:</b> 1 thirtieth for each semester of teaching for active participation in at least 75% of lesson hours + completion of the self-study programme</li></ul>
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	Skills: <ul style="list-style-type: none"><li>• Grammar – Grammar exercises in the following formats: multiple choice answers, sentence completion, sentence transformation</li><li>• Vocabulary exercises in the following formats: sentence completion, cloze test, multiple choice answers</li></ul>
Duration	60 minutes
Dictionary	Dictionaries are not allowed
Maximum points awardable	<ul style="list-style-type: none"><li>• <b>0.5 thirtieth</b> is awarded on the condition that students pass their final written and oral exam within the first or second scheduled exam session</li></ul>
Assignment of points	The final grade is expressed by “pass” or “fail”; the extra points will be awarded in case of positive result (“pass”)
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"><li>• <b>0.5 thirtieth</b></li></ul>
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.