



Course Unit: Spanish – Advanced Business Communication

Semester	3
Hours per week	2
Contact hours (total)	32 h
Individual study	28 h

Language of Tuition/Assessment	Spanish
Group size (max)	30
ECTS credits	2
Lecturer	Just Quilles

Objectives: Building up on the skills and competencies developed in Business Spanish II, students will develop their command of the Spanish language both for everyday situations and for business communication. They will therefore be enabled to use their Spanish skills for professional purposes. The focus will be on concrete situations such as telephone calls, presentations and negotiations. Individual research based on resources in Spanish will be another important factor.

Contents of the Course:

- Dealing with business communication, fax documents, email correspondence
- Using communication technology, e.g. for business phone calls and Power-Point presentations
- Analysing publications on aspects of business and financial journals
- Conducting Internet research: Spanish and Latin American institution, ministries, chambers of commerce and trade, sports associations, Paradores Nacionales
- Analysing Spanish news TV items and radio broadcasts
- Practice and role play

Methods: Communicative and interactive language teaching

Recommendations / Prerequisites:

- “Spanish – Advanced Business Communication” builds on the skills and competencies students have acquired in “Business Spanish II”.

Assessment:

Course unit	Form of assessment	Exam dates		Grading scale
		Mid-term	Final	maximum score (out of 100)
Spanish – Advanced Business Communication	oral and written examinations		x	50

Literature:

- Eliseu Santandreu Martinez, Manual de comunicaciones escritas en la empresa, Barcelona : Interactiva 1998.
- Ana Rodriguez-Lebron, Flüssiges Spanisch, München: rororo 2001
- Eliseu Santandreu, Diccionario de terminos financieros, Barcelona: Granica 2002.
- Handouts mit Materialien aus dem Bereich "Business Spanish"