

Course N°: SP - 204
Course Title: Business Spanish
Credits: 3
Level: B
Hours Per Week: 4

Mode of Evaluation

- Three sessionals (all compulsory) : 50%
- End Semester Exam : 50%

Structure

- To familiarize students with the recent trends and techniques for business and commercial texts, correspondences, communications etc. in Spanish as well as in English. Stress will be laid on the use of technology, vocabulary building and analysis of conference papers.

Objectives

- To train/prepare students to use Spanish language in the business/commercial world.

Suggested Contents

- Trading, traders & companies.
- Business operators. Business / commercial institutions.
- Notions, terminology, vocabulary & experiences in the field of trade, administration, banking, marketing, etc.
- Drafting of different types of business correspondence.
- Business / trading organizations of Spain & Latin America, IT & business.
- Commercial abbreviations & acronyms.

Primary Reading List

- José H. Valdivieso, L. Teresa Valdivieso, D. C. Heath / Co., *Negocio y comunicación*, Lexington, Massachussets, 1988.
- Blanca Aguirre, Consuelo Hernández, *Curso de español comercial*, SGEL, Madrid, 1987.
- Josefa Gómez de Enterría, *Correspondencia comercial en español*, SGEL, Madrid, 1990.
- *Socios 2 : Curso de español orientado al mundo del trabajo*, Lola Martínez y Maria Lluïsa Sabater. Difusión; Barcelona, 2000

Online

- Online consultation and practice manual has been arranged.
- URL has been marked.

Manual/Handouts

Customized manual/handouts have been prepared and can be obtained after the class