

Business Italian B1.2 (target niveau)

Course Materials	Communication Situations		Grammar & Phonetics
	oral	written	
<p>e.g.</p> <ul style="list-style-type: none"> Course homepage/materials on moodle Audio and video material on current economic themes Homepages of Italian newspapers Homepages of Italian agencies, companies, institutions Examples adapted from „Wirtschaftsitalienisch“, author Macedonia, publ. by Oldenbourg Examples adapted from „L’italiano per gli affari“, author Cherubini, Bonacci Editore“ Examples taken from „L’italiano in azienda“, Guerra Edizioni Examples taken from „Azzurro“, publishes by Klett Prime examples of application materials Brief statistics glossary Course materials „Business all’italiana“ 	<p>e.g.</p> <ul style="list-style-type: none"> Introducing one’s self and others Talking on the telephone at work Leaving a message Making appointments Presenting a company Discussing work Taking a business partner to dinner Visiting a company Functions within a company Types of companies Describing and presenting a company Making advertisements Ordering Making payments Applying for a job and preparing for an interview Oral summarizing of audio and video material 	<p>e.g.</p> <ul style="list-style-type: none"> Written exercises in combination with all themes covered orally Composing resumes and letters of application Compilation or continuation of an economic glossary incorporating the themes covered in the semester 	<p>e.g.</p> <p>Grammar</p> <ul style="list-style-type: none"> Review and consolidation according to need <p>Phonetics</p> <ul style="list-style-type: none"> Practice in pronunciation using selected readings
<p>Recommended Readings:</p> <ul style="list-style-type: none"> „Come si legge Il Sole 24 ORE“, published by Spotlight „Adesso“, monthly journal 		<p>Recommended Dictionaries:</p> <ul style="list-style-type: none"> „Il Sansoni“ D-ITAL „Wörterbuch der Rechts- und Wirtschaftssprache“, published by Beck 	