

Business Spanish B1.1 (target niveau)

Course Materials	Communication Situations		Grammar
	oral	written	
<p>e.g.</p> <ul style="list-style-type: none"> ▪ Course book: "Colegas 2". Difusión. Barcelona. 2008 (not to be bought in advance) ▪ Documents of Professional Life: "Socios y colegas 2". Documentos de la vida laboral. DVD. Difusión (not to be bought in advance) ▪ Online audio and video files on the topic of the company (short company presentations) ▪ Corporate websites dealing with relevant themes ▪ Websites with career descriptions ▪ Written vocabulary and grammar exercises 	<p>Simple dialogues with the following tasks – e.g.</p> <ul style="list-style-type: none"> ▪ Introducing one's self and a company ▪ Talking about work experiences ▪ Making contact (directly and on the telephone) ▪ Arranging appointments ▪ Short product descriptions ▪ Leaving a message ▪ Short job interviews (preliminary practice) ▪ Short presentations (e.g. about a company, a job, a city, a business trip, etc) ▪ Summary of audio/video files ▪ Expressing personal opinions on economic issues 	<p>Producing short texts (100 to 150 words) – e.g.</p> <ul style="list-style-type: none"> ▪ Introducing one's self ▪ Company description (organizational diagram, personnel etc.) ▪ Describing professional responsibilities ▪ Describing a working situation ▪ E-mails to request information ▪ Defining a career profile (necessary qualities, experience) ▪ Short product descriptions ▪ Summaries of texts, videos etc.) ▪ Compiling a glossary 	<p>e.g.</p> <ul style="list-style-type: none"> ▪ Review of past tenses ▪ Verb "estar" (in the past) + gerund ▪ Past perfect (Introduction) ▪ Imperative: placement of the personal pronoun ▪ Duty/necessity: deber + infinitive; ▪ Permission: permitir +infinitive ▪ Prohibition: no deber +infinitive; prohibir; estar prohibido ▪ Conditional ▪ Future ▪ Causal relative clauses: que, ya que, pues etc. ▪ Passive (Introduction) ▪ Subjunctive
<p>Recommended Dictionaries and Websites</p> <ul style="list-style-type: none"> ▪ Internet Dictionary: Leo, Pons, Pauker ▪ Vocabulary trainer: TMX 			