

Business Spanish B1.2 (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) ▪ “En equipo.es 2”. Spanisch im Beruf. Hueber. Alemania. 2003 (not to be bought in advance) ▪ Audio and video material on economic areas, large and small companies, background information on the economic, social and political state of Spanish –speaking countries etc. ▪ Written vocabulary and grammar exercises ▪ Sample business correspondence (e.g. complaints, notification of bank transfer, enquiry, order, confirmation of order, delivery notification) ▪ Sample résumés & application letters ▪ Advisory websites for job applications ▪ Excerpts from online newspapers | <p>e.g.</p> <ul style="list-style-type: none"> ▪ Introducing one's self and a company ▪ Describing and advertising products ▪ Job interviews ▪ Persuading ▪ Customer service ▪ Applying for a job ▪ Corporate cultures in comparison ▪ Creating an advertisement ▪ Expressing personal opinions on economic issues ▪ Referring to something (information, documents, etc.) ▪ Presentations (economic areas, large and small companies, background information on the economic, social and political state of Spanish-speaking countries, etc.) | <p>e.g.</p> <ul style="list-style-type: none"> ▪ Sample commercial Correspondence (complaints, notification of bank transfer, enquiry, order, confirmation of order, delivery notification, etc.) ▪ Résumé ▪ Letter of application ▪ Classified ads ▪ Advertisements ▪ Product descriptions ▪ Summaries of texts, videos, etc. ▪ Compiling a glossary | <p>e.g.</p> <ul style="list-style-type: none"> ▪ Indefinite adjectives and pronouns ▪ Relative pronouns with and without prepositions ▪ The neutral article lo + adjective ▪ Impersonal expressions with the pronoun “se” ▪ Relative clauses ▪ Tense review ▪ Subjunctive (continued) ▪ Agreement in the past tense ▪ Passive (continued) ▪ Indirect speech |
| <p>Recommended Dictionaries and Websites</p> <ul style="list-style-type: none"> ▪ Internet Dictionary: Leo, Pons, Pauker etc. ▪ Vocabulary trainer: TMX | | | |