

1. **Identificación de la asignatura**

División: Instituto de Idiomas

Departamento: Departamento Lenguas Extranjera

Nombre de la asignatura: BUSINESS ENGLISH VIII

Código de la asignatura: IGL 7780

Nivel de la asignatura (Pregrado, Postgrado): PR

Requisitos (Código y nombre de la asignatura):

Número de créditos de la asignatura:

No. de horas teóricas por semana:

No. de horas prácticas por semana:

Número de semanas:

Idioma de la asignatura:

(español, inglés, alemán, francés, otros)

Modalidad de la asignatura:

(Presencial, Virtual, Híbrido, otros)

2. **DESCRIPCIÓN DE LA ASIGNATURA.**

This is the last course of the series of the Business English Program for students. During this level, students continue to develop their English linguistic skills - reading, writing, speaking and listening as they prepare themselves for their career after graduation.

3. **RATIONALE**

Globalization has brought many challenges that all professionals need to face in order to be more competitive and marketable. Among these challenges is the need to adopt a foreign language that would facilitate communication within the international environment at a professional and personal level. The Instituto de Idiomas has designed this Business English program for students in the International Business program in order to contribute to their intellectual, professional and cultural development through English.

4. OBJECTIVES

4.1. GENERAL OBJECTIVES

This course aims to provide students with the concepts and practice of business communication to prepare them to succeed in a business context in English. Students will integrate the skills of foreign language skills, vocabulary and real communication strategies through tasks and authentic business materials. All this will allow students to plan and take necessary measures for their future career. During the course, students English level B2.3 according to the CEFR will be developed in the four language skills (reading, writing, speaking and listening).

4.2. SPECIFIC OBJECTIVES

Write effective resumes, cover letters, and statement of purpose essays.

Perform effectively in a mock panel job interview.

Present an oral individual report with extensive analysis and comparison.

Infer and draw conclusions from high-level business and academic texts.

Identify stated and implied information from short dialogues to university lectures.

5. CONTENT

Topic 1: Course introduction & TOEFL diagnostic

Topic 2: Planning your career

Topic 3: Job search

Topic 4: Resume and cover letter

Topic 5: Interview

Topic 6: Graduate school

Topic 7: Leadership Project

6. BIBLIOGRAPHY

Specialized Material