



CIEE Seville, Spain

Course name:	Advanced Spanish Business Writing
Course number:	SPAN 3001 CSCS
Programs offering course:	Business and Society
Language of instruction:	Spanish
U.S. semester credits:	3 credits
Contact hours:	45 hours
Term:	Spring 2020

Course Description

This course is designed specifically for students who seek to further enhance their comprehension and written expression in an academic and business setting.

Learning Objectives

This course provides students with the necessary grammatical background required to achieve fluency in the current business environment. Students will learn to comprehend and critically analyze business documents, charts, grammatical structure of economic press headlines, articles extracted from the business world, etc.

Course Prerequisites

4 semesters of college-level Spanish (or equivalent). Students need to have a GPA of at least 2.5.

Methods of Instruction

Each chapter will be introduced using a document or article related to the business world and will be used to provide the foundation for analyzing different grammatical structures. The comprehension of the aforementioned grammatical aspects will be reinforced through a series of practical exercises contextualized in current business world events. In order to achieve this goal, this course covers a wide variety of grammatical chapters which concentrate on typical weak points of students common to his/her everyday use of Spanish, however never losing focus of the student's linguistic development in a professional context. The grammatical concepts learned in class will serve as tools to enable students to properly express themselves in a professional environment, to develop their comparative and analytical skills and to provide a solid linguistic foundation for their professional development.

Assessment and Final Grades

The course will have two exams, the date of which (see the weekly schedule) will be announced by the professor on the first day of class. In addition, students will be required to give a short individual presentation in class covering current topics from the business world, which will be assigned by the professor. The presentations will last 15 minutes, at most, and students will be evaluated on the basis of their ability to show a fluent and correct use of Spanish, as well as, their skill to express logical sequences of ideas by using discourse markers. The students will also be required to hand in weekly compositions on different topics of the business world (the professor will distribute the first day in class a list containing the different topics about which the student will



have to write). Those compositions will be graded according to features such as their ability to express personal opinions and criticize various topics and current events from the business world.

CIEE classes are not graded on a curve nor is there extra credit work. The final grade will be based upon the following criteria:

Compositions	20%
Presentation	15%
1st exam	25%
2nd exam	30%
Participation y motivation	10%

Course Requirement

There will four compositions distributed throughout the course, which will represent 20% of the final grade. In addition to it, students are expected to give a personal presentation, 15 minutes, about one the topics related to the business world suggested. Similarly, there will be 2 exams (a midterm test and final exam), which will signify 55% of the final grade. Finally, students are required to participate actively in class, for it is crucial component to take advantage of this course.

Attendance policy: Students are not allowed to miss class for unjustified reasons. For each unexcused absence, the participation portion of the grade will be lowered. Hence, it will be very difficult to receive a 100 in the class. Please keep this in mind. If a student misses class twice without a valid excuse (a note from a physician in the event of an illness), then the professor will automatically lower the final grade by 5 points (on a 100-point scale) for each class missed thereafter. Students with 6 or more absences will fail the course. Students should arrive to class on time. Arriving more than 15 minutes late for a class will count as an unexcused absence. Please note that an excused absence is one that is accompanied by a doctor's note: signed stamped and dated. Travelling and/or travel delays are not considered valid reasons for missing class.

*Notes from a physician will only be valid and admitted by the Program Manager if the doctor confirms that the visit could not have been arranged at another time, or that the student was too ill to attend class that day.

Academic Honesty: Students are expected to act in accordance with their university and CIEE's standards of conduct concerning plagiarism and academic dishonesty. Use of online translators for work in Spanish will result in an automatic failure.

Weekly Schedule

Week 1

- 1.1 Course introduction
- 1.2 Uses of the Spanish Article. Main differences from English Exposition
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 2-4)

Week 2



2.1 Uses of *lo*. Noun miscellanea: Mass and count nouns. Problems with gender agreement.

2.2 False Friends. Exposition / Description
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 5-9)

Week 3

3.1 Uses of the adjective and adverb. Position. Demonstrative adjective.

3.2 Adjectives with “ser” and “estar”. Description
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 10-15)
Hand in 1st composition

Week 4

4.1 Uses of the pronouns. Direct and indirect object pronouns. Order of object pronouns.

4.2 Review imperative. The preterites. Narration (introduction)
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 16-22)

Week 5

5.1 Verbal miscellanea. Verbal periphrasis. Preterits. Uses of “haber”

5.2 Becoming verbs
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 23-29)

Week 6

6.1 Tenses related to the past

6.2 Contrasts. English-Spanish. Narration (II)

Hand in 2nd composition
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 29-32)
First exam

Week 7

7.1 Subjunctive. Express wishes and feelings

7.2 Clauses with verbs of emotional reaction.

7.3 Description + narration
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 33-38)

Week 8

8.1 Requests, orders and commands. Opinion verbs: mood

8.2 Impersonal expressions. Argumentation

Hand in 3rd composition
Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 40-46)

Week 9

9.1 Time and purpose clauses

9.2 Structures connected with supporting an argument

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 47-56)



Week 10

10.1 Conditional sentences with *si*. Mood problems.

10.2 Conditional nexus. Hypothesis

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 56-62)

Week 11

11.1 Relative clauses: nexus. "Lo cual" / "lo que" after a comma.

11.2 Uses of "se". Impersonal clauses. Impersonal clauses with "haber". The Debate of Ideas

Hand in 4th composition

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 62-69)

Week 12

12.1 Review

12.2 Final exam

Course Materials

Readings

- A collection of notes and exercises designed by the instructor will be used. (*Apuntes de Advanced Business Writing*)
- De Prada, Marisa, Marcé Pilar & Bovet Montserrat.: *Entorno Empresarial*. Ed. Edelsa Grupo Didascalía, S.A. Madrid, 2012.
- Duckworth, Michael. *Business Grammar and Practice*. OUP, New York, 2003
- Instituto Cervantes, *El libro del español correcto*, Claves para hablar y escribir bien en español. Espasa. Barcelona 2012
- Martínez, Lola & Sabater, María Luisa. *Socios 2. Curso de español orientado al mundo del trabajo*. Ed. Difusión. Barcelona, 2008.
- Moreno, Concha. *Temas de Gramática nivel superior*.