

**Intensive Business Spanish
for Professionals**

By

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1. Course Description

Spanish is the official language of more than 450 million people in Spain and Latin America. Besides, Spanish is the second language in the United States. When negotiating with companies in Spanish speaking countries, knowledge of the Spanish language is essential, as most people do not speak English.

After this course you will have a basic knowledge of the Spanish language needed in a range of familiar and business situations. You will be also aware of cultural differences in Spain and Latin America.

2. Course Goals and Learning Objectives

The main objective is to give you enough idiomatic and grammatical knowledge to be able to participate in short, daily conversations with Spanish speaking people and business partners. After the course you will have reading and listening skills at an A2 level of the European Framework and speaking and writing skills at A1 level.

You will be able to

- Introduce yourself or others
- Greet people adequately: formal and informal context

- Talk about your study/ your work talk about spare time
- Give and understand directions
- Describe the structure of a company and its activities
- Describe products
- Ask and answer simple questions about personal data (age, nationality, name, place of birth, telephone number, mail address, profession...)
- Describe your house, your neighborhood in terms of basic infrastructure
- Describe your country/ region/ city in terms of touristic infrastructure
- Express (dis) agreement
- Express doubt or uncertainty
- Express quantities (numbers, prices, %,)
- Describe someone's character
- Locate objects and people in space
- Compare objects
- Ask for and tell the time
- Talk about time tables
- Understand a simple text:
- Tell something basic about specific cultural items of the Spanish-speaking world (names, errands, company culture, formal and informal interaction, housing...)

- Talk about time tables express likes, dislikes, preferences
schedule appointments with a business partner/ friend
(propose time/ place, cancel, postpone, excuse yourself)
- Invite someone for something,
- Accept or refuse an invitation talk about your daily routine
and your spare time make a reservation for hotel, ticket,
journey
- Order in a restaurant
- Talk about basic food and basic ingredients
- Talk about your specific business terms in Spanish
- Read and understand Spanish emails or letters
- Draft responses to the business communication
- Translate and understand business documents of your
competency

Besides knowledge of the Spanish language, you will get to know more about Spanish and Latin American countries and culture by reading short texts.

3. Curriculum Overview

The Business Spanish course is intended to help professionals to gain the skills, confidence and vocabulary needed to successfully carry out business communication in Spanish. Students will

practice business Spanish through a wide range of mock real life situations designed to ensure that students will gain the skills they need to interact with clients and colleagues in Spanish. The Business Spanish lessons may include the use of commercial texts, professional presentations, business newspapers, discussions and more to gain useful business vocabulary and insight.

4. Study Plan 60 Hours

- Lecture delivery (exercises workbook), 40 hours.
- Self-assessment exercises, assignments and presentations in class, 16 hours.
- Exam: Written, Oral, Reading and Writing, 4 hours.

5. Didactic Forms

Lectures

During the lectures you can ask questions about the grammar, vocabulary and homework. The teacher will explain the new aspects of Spanish grammar and vocabulary in class and will give feedback on your exercises. We will focus on the active skills: speaking and listening by doing role-plays (dialogues in pairs), short presentations and listening exercises through online resources.

Preparation at home

- Individually the learners have to prepare their presentations, learn the vocabulary and grammar (weekly test to prepare yourself for the final written test)
- Practice writing and reading skills (with the help of **the Workbook**)
- Prepare role-plays and short presentations
- Read texts about Spanish culture and subjects related to the actual Spanish way of life
- Watch recommended Spanish movies and listen to bilingual and Spanish music.

5. Materials used during instruction

1. ¡En marcha! An Intensive Spanish Course for Beginners, By Carmen García del Río
2. Gramatico de Uso de Español (For handouts)
3. Practice Makes Perfect by Dorothy Richmond (For handouts)
4. www.duolingo.com for listening drill
5. www.todoele.com for visual and listening competence
6. www.wordreference.com, online dictionary.

Note: soft copy of above-mentioned materials will be provided