



“El saber de mis hijos
hará mi Grandeza”

UNIVERSIDAD DE SONORA

CENTRAL REGION UNIT

SCHOOL OF ECONOMIC AND ADMINISTRATIVE SCIENCES

ECONOMICS DEPARTMENT

BACHELOR'S DEGREE IN INTERNATIONAL BUSINESS AND TRADE

Identification Information:

Name of the subject: English V	Previous Subject Requirement: English IV
Didactic unit: Course-workshop (5 hours per week, theory)	Subsequent Subject: English VI
Subject Type: Mandatory	Credits: 10
Formative Pillar: Professional	

Introduction

The course will be developed through a structure of units. Each unit's general objective will be to introduce students to technical English knowledge and practice.

The content of English V includes technical language in the administrative area.

General Objective

At the end of the course, students will be able to use technical language within the work area.

Specific Objectives:

Students will:

- Practice vocabulary, grammatical structures and language functions in order to communicate in English in work situations.

Apply the four basic skills of the English language, (listening, speaking, writing and reading) by integrating them into the technical language.

Thematic Content:

1. Vocabulary
 - 1.1 Labor
 - 1.2 Business
 - 1.3 Communicative
2. Search and use of technical terms
 - 2.1 Use of the dictionary
 - 2.2 Formal vocabulary
 - 2.3 Informal vocabulary

- 2.4 Regional words
- 2.5 Technical vocabulary
- 2.6 Overwriting
- 2.7 Non-standardized words

- 3. Accuracy in the use of technical language
 - 3.1 Exact words
 - 3.2 Idiomatic expressions

- 4. Construction of oral and written expression
 - 4.1 Overview
 - 4.2 Comprehensive details when writing
 - 4.3 Mixed constructions
 - 4.4 Definitions
 - 4.5 Idioms

- 5. Types of advanced writing
 - 5.1 Illustration
 - 5.2 Narration
 - 5.3 Description
 - 5.4 Instructions and Printed Guides
 - 5.5 Definition
 - 5.6 Comparison and Contrast
 - 5.7 Classification
 - 5.8 Persuasion

- 6. Forms of presentation and interpretation of documents
 - 6.1 Summaries
 - 6.2 Essays
 - 6.3 Analysis of labor texts (companies)
 - 6.4 Real-life business cases
 - 6.5 Report preparation
 - 6.6 Résumé preparation
 - 6.7 Writing letters, memos and circulars
 - 6.8 Quotes
 - 6.5 Content analysis and conclusions
- 7 Development of a management plan

Teaching Strategies:

Oral presentations, group work, use of audios, term search, use of the dictionary and technology, as well as the use of support instructional material with the purpose of facilitating comprehension and use of English in everyday life and the work environment.

Student Specific Activities:

- Carry out basic practice activities related to written, audio, audiovisual and multimedia messages.
- Carry out group projects.
- Active and critical participation in individual and group presentation activities.

Instructor Specific Activities:

- Presentation and explanation of information.
- Continuous coordination and guidance on exercises in each unit.
- Facilitator of group listening and comprehension activities.

Course Crediting and Evaluation methods and requirements

Midterm exams
Tasks
Out-of-class projects
Oral Presentations
Participation
Attendance
Final test

Bibliography:

Knight Gareth; O'Neil Mark. (2001). **Business Explorer 2**. Dubaid. Cambridge Professional English.

Schramper Azar; Betty and Hagen, Stacy A. (2007) **Basic English Grammar (RED)**. México. Pearson Longman.

Schramper Azar; Betty and Hagen, Stacy A. (2007) **Fundamentals of English Grammar**. México. Pearson Longman.

Long, Eugene E.; Buckwald, William. (1990). **Inglés Idiomático 2**. México. Trillas.

Knight Gareth and O'Neil Mark (2002) **Business Explorer 1**. Cambridge University Press. U. K.

John C. Hodges; Mary E. Whiten; Winifred B. Horner and Suzanne S. Webb (1990) **Harbrace College Handbook**, United States of America, (HBJ) Harcourt Brace Jovanovich

John E. Warriener; Mary E. Whiten and Francis Griffith (1990) **Warriner's English Grammar and Composition**, United States of America, (HBJ) Harcourt Brace Jovanovich

Complementary

Dignen Bob and Flinders Steve (2004) For work and life English 365, Book 1. Cambridge University Press, U. K.

Jones, Leo and Alexander Richard (2002) New International Business English. Cambridge University Press, U.K.

Knight Gareth and O'Neil Mark (2004) Business Goals 1, Cambridge University Press U. K.

Naterop B. Jean (2001) Telephoning in English, Cambridge University Press, U. K.

Instructor desired academic profile

Academic:

Professional training and/or degree in an area related to the subject's field. Have at least a Bachelor's degree, preferably in English Language Teaching or have any of the following certifications of English language proficiency: TOEFL, TOEIC, ESL or SEPA INGLES.

Teaching experience:

At least two years of teaching experience in the area of the subject.

Teaching education:

English language proficiency (specifically, the four basic skills)

Ease in performing teaching tasks in English.

Ease of communication with students as a group or individually.

Ability to use technology and instructional techniques (computer, projector, videos, slides, etc.).

Knowledge of computer packages related to the subject.

Complete the institution's professional development process.