

# INGLÉS PARA FINES ESPECÍFICOS I

Curso 2012-2013

Pilar Aguado Jiménez

# COURSE OBJECTIVES

- Get in touch with Business and Legal English
- Familiarise with professional applications of Business and Legal English:
  - ☐ Translating Business and Legal English
  - ☐ Teaching Business and legal English
  - ☐ Using Business and Legal English at work

# COURSE SYLLABUS

1. What ESP is. Characteristics of Legal and Business English.
2. Translating Business and Legal English.
3. Teaching Business and legal English.
4. Business English at work: Writing Skills.
5. Legal English at Work: Writing Skills.

# HORARIO DEL CURSO

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00	IFE 1 PRÁCTICAS B1	IFE TEORÍA	IFE TEORÍA	IFE TEORÍA	
9:00-10:00			IFE 1 PRÁCTICAS A1	IFE 1 PRÁCTICAS A2	
10:00-11:00			IFE 1 PRÁCTICAS B2		
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					

# ORGANIZACIÓN DE LAS CLASES

CLASS ORGANIZATION	TIME
CLASSES	In-class work (mainly teacher)
PRACTICAL SESSIONS	In-class work (mainly student)
TUTORIALS	Individual/group work (class)

ASSESSMENT	PERCENTAGE
Tutorials (attendance and participation)	5%
Practice notepad	15%
Oral presentation	10%
Exam	70%

# TUTORIALS

- Tutorials will be held in class and, if necessary, in the teacher's office, preferably as it is indicated in the official timetable, or by means of electronic appointments.

# PRACTICE NOTEPAD

- At the end of the course, a practice notepad with the practical activities done in class will be given to the teacher.
- Deadline: 5 December 2012

# ORAL PRESENTATION

- Students will present in class an outline of their practice notepad in short speeches during the last 2 weeks



# TUTORÍAS

- Mondays, from 10:00 to 13:00
- Tutorías electrónicas
- [paguado@um.es](mailto:paguado@um.es)
- 868 88 76 87
- <https://webs.um.es/paguado/miwiki/doku.php?id=inicio>