

# INGLÉS PARA FINES ESPECÍFICOS I

Curso 2013-2014

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.

# TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00	IFE T <sup>a</sup> A y B	IFE T <sup>a</sup> A y B	IFE T <sup>a</sup> A y B		
9:00-10:00				IFE PCAS. B1	
10:00-11:00				IFE PCAS. B2*	
11:00-12:00					
12:00-13:00		***		IFE PCAS. A1	
13:00-14:00				IFE PCAS. A2* ***	
14:00-15:00					

# CLASS ORGANISATION

CLASS ORGANIZATION	TIME
THEORY 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%
Exam	80%

# TUTORIALS (ECTS)

- Tutorials will be held in class and/or 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: 18 December 2013

# TEACHER AVAILABILITY

- Mondays, from 11 to 13, Tuesdays, from 10 to 11
- Tutorías electrónicas
- Room 2.26, Faculty of Arts Building
- [paguado@um.es](mailto:paguado@um.es)
- 868 88 76 87
- <https://webs.um.es/paguado/miwiki/doku.php?id=inicio>



# EXAMS

- January: 7/1/2014
- June: 6/6/2014
- July: 16/7/2014

Materials can be brought to the exam. No computerised devices are allowed in the exam.