



Escuela Universitaria de Estudios Empresariales  
Diplomado en Ciencias Empresariales



PROGRAMA 1º CURSO (908)

**ASIGNATURA INGLÉS1º**

**PLAN DE ESTUDIOS 1975**  
**PUBLICADO SEGÚN LA RESOLUCIÓN DE FECHA 19/07/75**  
**B.O.E. 12/09/75**

Esc. Univ. de Estudios Empresariales  
Univ. Complutense, Madrid.



### PROGRAMA DE INGLÉS 1 CURSO

En este primer curso se hace un repaso de los puntos esenciales de la morfosintaxis de la lengua inglesa en el contexto de contenidos específicamente empresariales. Por lo tanto el curso se concibe como un afianzamiento de la lengua inglesa a la vez que sirve como una introducción a la utilización de dicha lengua en el contexto empresarial.

El programa aporta gran cantidad de léxico específico haciendo hincapie en no abordar este léxico como palabras aisladas sino primando el factor de la colocación que presenta las palabras dentro de un contexto léxico sintáctico.

Se espera del alumno el afianzamiento de sus conocimientos de la lengua inglesa en general y que sepa desenvolverse correctamente en inglés, oral y escrito, utilizando un léxico acorde a las situaciones presentadas en cada unidad.

E.U.EE.EE,  
Univ. Complutense Madrid.

LENGUA INGLESA I,



### Unit 1. The Telephone

Telephone Language

numbers

preposition use

NP: adj + Noun

Syntactic Structure: want x to do y

Adj & adv: form, use and position.

Phrasal verbs

Business Vocabulary.

Task: Telephoning in English.

### Unit 2. Travelling, Expenses & Claims

Past simple tense: regular and irregular verbs.

Collocation

Adjective vocabulary and its use.

Business Vocabulary.

Task: Claiming expenses.

### Unit 3 Conventions and Politeness

Language of Politeness:

questions

requests

replies

suggestions

NP: Adj + Adj + Noun

Syntactic structure: to know how to

Phrasal verbs

Business Vocabulary in use.

Task: Making Polite Requests.

#### Unit 4. Dealing with Business Papers

Present Perfect tense: for/since

Adv. of time

Collocation: running smoothly

NP: e.g. Tanker driver strike

Business vocabulary in use.

Task: Writing Memos.

#### Unit 5. Finance and Accounts

Present simple/continuous tense.

VP: check up on/ do a check up on

Adv. of Frequency.

Pronunciation: Stress.

Collocation.

"good at"

Vocabulary.

Task: Skimming & Scanning Business Texts.

#### Unit 6. The Trade Fair

Present Continuous tense for future meaning.



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Word families: verb/noun.

Vocabularly.

#### Unit 7. Cash Flow and Company Performance

Tenses: Future: will/going to.

Present continuous for future actions.

Language used for: predictions, decisions, offers & promises.

Phrasal verbs

collocation

Vocabularly.

#### Unit 8. Making a Sale (I)

Persuading.

Language of tags.

Prepositions

Phrasal verbs

Task: Making a Deal.

#### Unit 9. Checking Information

Confirming and correcting.

Repeating and getting people to repeat.

Intonation: Tags.

Phrasal verbs

Nationality Adjs.

#### Unit 10. Commodities

Drawing up and describing graph movement

Prediction, Possibility & Possibility: can/could; may/might.

Prepositions of Time

Tenses: Contrast between Pres.Perfect & Simple Past.

Definite & Indefinite time.

#### Unit 11. Headhunting

Conditional sentences (I): pres. & future.

Uses of verb: "to make".

Vocabularly: verbs in context

Collocation: adjectives describing people  
prepositions in use.

#### Unit 12. Fringe Benefits

Verbs: Must/ Have to.

Mustn't, needn't, don't have to.

Offers & Suggestions: Shall.

Collocation: verb + adj + noun.

Financial vocabularly.

#### Unit 13. Making a sale (II)

Conditional sentences (II): Past & Conditional

Stating Preferences: would, might, only if, unless.

Collocation: verb + adj + Noun.

Stress & Intonation.  
Vocabulary.



#### Unit 14. Work Relationships

Tenses: Pres. Simple & Continuous Contrast.  
Giving advice: Should  
Verbs in context: uses of "to get".

#### Unit 15. Making a Presentation

Fundamental points to be stressed  
Communication factors  
getting a joke across  
Language suitable for presentations  
Formulae language.

#### Unit 16. Figures

Numbers & Dates: Weights & Measures: Money & Symbols.  
Countable/Uncountable nouns: Comparatives & Superlatives.  
Intensifiers: Imperative.  
Differences between written & spoken forms.

**N.B.** Ad hoc Business Material and current topics from the press will also be added to the above material.

Spankie, M. (1986) *English in Use*, Nelson, Surrey  
Swan, M. (1988) *Basic English Usage* (edición española).  
Thompson, A.J. & A.V. Martinet. (1969) *A Practical English Grammar*,  
London, O.U.P.

#### 4. Phonetics:

Bowler, B. & S. Cunningham (1990) *Headway Intermediate Pronunciation*,  
*Headway Upper Intermediate Pronunciation*, (cassettes)

#### 5. Business English:

Brieger, N. et al (1987) *Business contacts*, London, Prentice Hall.  
Cotton, D. (1980) *International Business Topics*, London, Evan Brothers.  
Ellis, M. et al. (1987) *Socialising*, London, Longman.  
Hollet, V. et al (1989) *In at the deep end*, Oxford English.  
Kerridge, d. (1988) *Presenting Facts and Figures*, London, Longman.  
Mathews, C. (1987) *Business Interactions*, Prentice Hall.  
McKellan, J.S. & M.D. Spooner (1982) *Business Matters*, Pergamon Press,  
Oxford.  
Natherop, b.I. & R. Rebell, (1987) *Telephoning in English* (+ cassette)  
Cambridge, C.U.P.  
Palestra, R. (1987) *Telephone English*, London, Prentice Hall.  
Strutt, P. (1992) *Longman Business English Usage*, Harlow, Longman.  
Wilson, M. (1987) *Writing for Business*, Cambridge, C.U.P.



## BIBLIOGRFÍA

### A. COURSE MATERIAL:

1. Brown, Pearson & John Allison (1991) *Business Partners*, London, Ltd.

Business documents, Press cuttings, magazine articles.

### B. DICTIONARIES:

- Adam, J.H. (1989) *Longman Dictionary of Business English*, Longman, Harrow.
- Collado Fernández (1980) *Diccionario de Términos administrativos, Ing-Esp, Esp-Inglés*, Méjico, ed. trillas.
- 1987/90 *Collins COBUILD English language Dictionary*, London, Collins.
- 1971/90 *Collins English-Spanish, Spanish-English Dictionary*, London, Collins.
- Hornby, A.S. (1974) *Oxford Intermediate Learner's Dictionary of Current English*, Oxford, O.U.P.
- 1990, *A Concise Dictionary of Business*, Oxford, O.U.P.
- Lozano Irtueste, J.M. (1991) *Diccionario Bilingue de Economía y Empresa*, Madrid, Pirámide.
- Stanford (1990) *Diccionario empresarial Stanford, Inglés Esp., Esp-inglés-*, Madrid, Expansión.
- Tuck, A. (ed, 1993) *Oxford Dictionary of Business for Learners of English*, O.U.P. (English Only)
- Dictionary of Business* (1993) English-Spanish, Sp. English., Peter Collin Publishing.
- Diccionario Terminológico de Finanzas derecho y Empresa, Inglés-Español, Español-Inglés*, Expansión, recoletos compañía editorial, S.A. ( Informatizado y disponible en diskette en la Biblioteca de la Escuela).

### 3.GRAMMARS

- Alcaraz, E. & B. Moody (1980) *Morfosintaxis inglesa para Hispanohablantes*, Valencia, Marfil.
- Beaumont D. & C. Granger (1989) *The Heinemann English Grammar (with Key)* Collins, COBUILD (1991) *Students Grammar (with answer key)* London, Harper Collins.
- Eastwood, J. 1984, *A Basic English Grammar*, Oxford, O.u.P.
- Leech, G. (1989) *An A-Z of English Grammar and Usage*, Surrey, Nelson.
- Murphy, R. (1985/90) *English Grammar in Use (+key)*, C.U.P.  
(1991) *Essential grammar in Use, (+ key)*, C.U.P.
- Parkinson, S. (1980) *A University English Grammar for Spanish-Speakers*, Madrid, Empeño 14.
- Ruiz Ibérico, J.R. (1975) *Lengua Inglesa*, Madrid.
- Sanchez Genedito, F. (1975/91) *Gramática Inglesa*, Madrid, Alhambra Longmans.