Course title: Advanced Spanish Business Writing
Course code: SPAN 3001 CSCS
Programs offering course: Advanced Liberal Arts, Business and Society, Communications, New Media and Journalism Spanish, Liberal Arts
Language of instruction: Spanish
U.S. semester credits: 3.00
Contact hours: 45.00
Term: Spring 2020

Course Description

This course allows students to further enhance their comprehension and written expression in an academic and business setting using the Spanish language.

Learning Objectives

By completing this course, students will:

- Acquire the necessary grammatical background required to achieve fluency in the current business environment
- Learn to comprehend and analyze business documents and charts
- Compare critically the current economic scenarios in Europe and the USA
- Produce organized business written texts and reformulate some business axioms critically

Course Prerequisites

4 semesters of college-level Spanish (or equivalent). Students need to have a GPA of at least 2.5.

Methods of Instruction

Each chapter will be introduced using a document or article related to the business world and will be used to provide the foundation for analyzing different grammatical structures. The comprehension of the aforementioned grammatical aspects will be reinforced through a series of practical exercises contextualized in current business world events. In order to achieve this goal, this course covers a wide variety of grammatical chapters which concentrate on typical weak points of students common to his/her everyday use of Spanish, however never losing focus of the student’s linguistic development in a professional context. The grammatical concepts learned in class will serve as tools to enable students to properly express themselves in a professional environment, to develop their comparative and analytical skills and to provide a solid linguistic foundation for their professional development.

Assessment and Final Grade

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<th>Compositions</th>
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<tr>
<td>2</td>
<td>Presentation</td>
<td>15%</td>
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<td>3</td>
<td>1st Exam</td>
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<td>2nd Exam</td>
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<td>5</td>
<td>Participation &amp; Motivation</td>
<td>10%</td>
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TOTAL | 100% |

Course Requirements

Compositions

The students will be required to hand in weekly compositions on different topics of the business world (the professor will distribute the first day in class a list containing the different topics about which the student will have to write). Those compositions will be graded according to features such as their ability to express personal opinions and criticize various topics and current events from the business world.
There will be four compositions distributed throughout the course, which will represent 20% of the final grade.

**Presentation**

Students will be required to give a short individual presentation in class covering current topics from the business world, which will be assigned by the professor. The presentations will last 15 minutes, at most, and students will be evaluated on the basis of their ability to show a fluent and correct use of Spanish, as well as, their skill to express logical sequences of ideas by using discourse markers.

**1st Exam**

**2nd Exam**

There will be 2 exams (a midterm test and final exam), which will signify 55% of the final grade.

**Participation & Motivation**

Students are required to participate actively in class, for it is crucial component to take advantage of this course.

**Attendance**

Students are not allowed to miss class for unjustified reasons. For each unexcused absence, the participation portion of the grade will be lowered. Hence, it will be very difficult to receive a 100 in the class. Please keep this in mind. If a student misses class twice without a valid excuse (a note from a physician in the event of an illness), then the professor will automatically lower the final grade by 5 points (on a 100-point scale) for each class missed thereafter. Students with 6 or more absences will fail the course. Students should arrive to class on time. Arriving more than 15 minutes late for a class will count as an unexcused absence. Please note that an excused absence is one that is accompanied by a doctor’s note: signed stamped and dated. Travelling and/or travel delays are not considered valid reasons for missing class.

*Notes from a physician will only be valid and admitted by the Program Manager if the doctor confirms that the visit could not have been arranged at another time, or that the student was too ill to attend class that day.

**Academic Honesty**

Students are expected to act in accordance with their university and CIEE’s standards of conduct concerning plagiarism and academic dishonesty. Use of online translators for work in Spanish will result in an automatic failure.

N.B. Course schedule is subject to change due to study tours, excursions, and local holidays. Final schedules will be included in the final syllabus provided to students on site.

**Weekly Schedule**

**Week 1**

Class: 1.1 Course Introduction

Class: 1.2 Uses of the Spanish Article. Main differences from English

    Exposition

    Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 2-4)

**Week 2**


    Problems with gender agreement.

Class: 2.2 False Friends. Exposition / Description

    Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 5-9)

**Week 3**
Class: 3.1 Uses of the adjective and adverb. Position. Demonstrative adjective.

Class: 3.2 Adjectives with “ser” and “estar”. Description


Hand in 1st composition

**Week 4**
Class: 4.1 Uses of the pronouns.

Direct and indirect object pronouns. Order of object pronouns.

Class: 4.2 Review imperative.

The preterites. Narration (introduction)

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 16-22)

**Week 5**
Class: 5.1 Verbal miscellanea.

Verbal periphrasis. Preterits. Uses of “haber”

Class: 5.2 Becoming verbs


**Week 6**
Class: 6.1 Tenses related to the past


Hand in 2nd composition

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 29-32)

First exam

**Week 7**
Class: 7.1 Subjunctive. Express wishes and feelings

Class: 7.2 Clauses with verbs of emotional reaction.

Class: 7.3 Description + narration

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 33-38)

**Week 8**
Class: 8.1 Requests, orders and commands.

Opinion verbs: mood

Class: 8.2 Impersonal expressions. Argumentation

Hand in 3rd composition


**Week 9**
Class: 9.1 Time and purpose clauses
Week 10
Class: 10.1 Conditional sentences with si. Mood problems.

Class: 10.2 Conditional nexus. Hypothesis

Reading: RODRÍGUEZ A., *Apuntes de Advanced Business Writing* (pages 47-56)

Week 11
Class: 11.1 Relative clauses: nexus. “Lo cual” / “lo que” after a comma.

Class: 11.2 Uses of “se”. Impersonal clauses. Impersonal clauses with “haber”.

The Debate of Ideas
Hand in 4th composition


Week 12
Class: 12.1 Review

Class: 12.2 Final Exam

Course Materials
Readings
A collection of notes and exercises designed by the instructor will be used (Apuntes de Advanced Business Writing).

- Moreno, Concha. *Temas de Gramática nivel superior*. 