



**UNIVERSIDAD LIBRE**  
**FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES**  
**NUCLEO COMÚN**

PLAN DE AULA			
Asignatura Nueva <input type="checkbox"/>		Asignatura Actualizada <input checked="" type="checkbox"/>	
FECHA DE ELABORACIÓN	AÑO	MES	DÍA
	2016	Julio	15
<b>1. IDENTIFICACIÓN DE LA ASIGNATURA</b>			
2.1 NOMBRE	Inglés II		
2.2 CÓDIGO	03014	2.3 NIVEL-SEMESTRE	2
2.4 SUBCOMPONENTE	COMÚN <input checked="" type="checkbox"/>	ELECTIVA	OPORTATIVA <input type="checkbox"/>
2.5 FACULTAD	CIENCIAS ECONÓMICAS ADMINISTRATIVAS Y CONTABLES		
2.6 SEDE	Bosque Popular		
<b>2. PROGRAMA DE LA ASIGNATURA – CONTENIDOS BÁSICOS</b>			
UNIDAD (No. y título)	TEMAS (Temas/subtemas o Contenido Temático)	ESTRATEGIAS Y ASPECTOS METODOLÓGICOS	ACTIVIDADES: (Lecturas, consultas, ejercicios, trabajos...)
<b>Introducción al curso July 18-22</b>	Diagnostic Test Syllabus: Objectives, methodology, evaluation.	-The students sit for the diagnostic test to diagnose how much they know and what they know -Syllabus presentation -Assessment criteria presentation	- Teacher's Introduction - Students' Introduction / Giving personal information  - Reading the Syllabus. - Taking the diagnostic test.
<b>1. Corporate Events/ Entertaining July 25-29 August 1-5</b>	Like, Would like, Can  Career skills: Offers, requests and permission  Dilemma: Welcoming visitors	-Practice workshops about the topics taught. -Oral and written exercises to talk about food and drinks -Meaningful and contextualized sentences with like, would like, and can	- Individual and group work -Reading comprehension 'The Office Picnic' -Grammar practice in context ('Intelligent business' book, pages 45, 46, 47) - Administration Vocabulary -Listening exercises ('Intelligent business' book, pages 45, 46. 47)
<b>2. Money/ Business costs August 8-12 August 16-19</b>	Countable, Uncountable Nouns	-Practice workshops about the topics taught. -Oral and written exercises to talk about	-Individual and group work



**UNIVERSIDAD LIBRE**  
**FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES**  
**NUCLEO COMÚN**

<p><b>August 22-26</b></p>	<p>Some, Any, How much, How many</p> <p>Career Skills: Ordering goods</p> <p>Object Pronouns</p>	<p>countable and uncountable nouns</p> <p>-Meaningful and contextualized sentences: Dilemma and Decision: A new supplier ('Intelligent business' book, Page 56)</p>	<p>-Reading comprehension activity 'The business of Giving'</p> <p>-Listening exercises ('Intelligent business' book, page 50,52,55)</p> <p>-Grammar practice in context (Page 53-54)</p> <p>-Listening exercises ('Intelligent business' book, pages 50, 52, 55)</p> <p>-Administration Vocabulary</p>
<p><b>Improving English Skills</b></p>	<p><b>Reading and Speaking:</b> Wikihow Project (Finance and Business topics)</p> <p><b>Writing:</b> Writing a memo</p> <p><b>Autonomous Learning:</b> Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)</p>		
<p><b>FIRST TERM EXAM</b></p>	<p><b>August 22<sup>nd</sup> to September 2<sup>nd</sup></b></p> <p>-30-minute review, 90-minute test.</p> <p>-Magazine article taken from the 2 latest editions of 'Criterio Libre' for the - next class (Groups of 3 go to the library / Select articles / In class decide on one)</p> <p>-Following class: Feed-back of the exam</p>		
<p><b>3. Making projects work</b>  <b>September 5-9</b>  <b>September 12-16</b></p>	<p>Past simple affirmative</p> <p>Prepositions of time</p> <p>Career skills: Talking about a Project</p> <p>Adjectives: Comparatives and Superlatives / Comparing people, places and things</p>	<p>-Practice workshops about prepositions of time</p> <p>-Oral and written exercises to talk about past simple affirmative</p> <p>-Meaningful and contextualized sentences: Dilemma and Decision: What went wrong? ('Intelligent business' book, Page 66)</p> <p>Speaking and written practice about comparatives or superlatives</p>	<p>-Individual and group work</p> <p>-Grammar practice in context (Page 60-62)</p> <p>-Reading comprehension activity (Page 63)</p> <p>-Listening exercises ('Intelligent business' book, pages 60, 65)</p> <p>-Comparatives and superlatives practice:</p> <p><a href="https://tefltastic.wordpress.com/worksheets/grammar/comparative-superlative-games/like-comparatives-superlatives/">https://tefltastic.wordpress.com/worksheets/grammar/comparative-superlative-games/like-comparatives-superlatives/</a></p> <p><a href="https://tefltastic.files.wordpress.com/2007/10/comparatives-superlatives-table.pdf">https://tefltastic.files.wordpress.com/2007/10/comparatives-superlatives-table.pdf</a></p> <p>15 songs with comparatives:</p> <p><a href="http://www.luizotaviobarros.com/2012/02/songs-comparatives.html">http://www.luizotaviobarros.com/2012/02/songs-comparatives.html</a></p>



**UNIVERSIDAD LIBRE**  
**FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES**  
**NUCLEO COMÚN**

<p><b>4. Solutions / Bright Ideas</b>  <b>September 19-23</b>  <b>September 26-30</b>  <b>October 3-7</b></p>	<p>Past simple negative, question and short answer</p> <p>Career skills: Explaining a technical problem</p>	<p>-Practice workshops Past simple negative and questions</p> <p>-Meaningful and contextualized sentences: Dilemma and Decision: The best solution? ('Intelligent business' book, page 74)</p> <p>Speaking and written practice about past simple negative and questions</p>	<p>- Individual and group work</p> <p>- Grammar practice in context (Page 70-71)</p> <p>-Reading comprehension activity (Page 72)</p> <p>-Listening exercises ('Intelligent business' book, page 70-73)</p> <p>-Speaking practice: ('Intelligent business' book, pages 71, 73)</p> <p><a href="http://www.better-english.com/grammar.htm">http://www.better-english.com/grammar.htm</a></p>
<b>Improving English Skills</b>	Reading: 'Project Analysis' ('Intelligent Business' book, page 72) 'Finding solutions, Tomas Alba Edison'		
	Writing: Writing a letter ('Intelligent Business' book, page 66) Writing a short report ('Intelligent Business' book, page 74)		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
<b>SECOND TERM EXAM</b>	<p><b>October 10<sup>th</sup> to October 24<sup>th</sup></b>          Wikihow Project Rehearsal (Finance and Business topics)          Following class: Feedback</p>		
<p><b>October 24-29</b>  <b>November 1-4</b></p>	<p><b>Mastering Skills</b>  <b>General Review</b></p>		
<b>FINAL EXAM</b>	<p><b>November 8<sup>th</sup> to November 18<sup>th</sup> (90-minute test)</b>          Feed back</p>		
<b>Special Events</b>	<b>Semana Universitaria</b>		
	<b>Jornada del Emprendimiento</b>		Oct 31 - Nov. 1
	<b>Semana del Administrador</b>		Nov. 1 - 4

<b>3. BIBLIOGRAFÍA</b>			
<b>BÁSICA</b>			
<b>AUTOR (ES)</b>	<b>TÍTULO</b>	<b>EDITORIAL - PAÍS</b>	<b>AÑO</b>
Irene Barral Nikolas Barral	Intelligent Business, Course book / Elementary Business English	Pearson Longman	2008
Irene Barral Nikolas Barral	Intelligent Business, Course book / Pre-intermediate Business English	Pearson Longman	2008
Cortés, Castañeda y otros	Inglés 3 - 4	Universidad Libre	2012
<b>COMPLEMENTARIA</b>			
Rayond Murphy	English Grammar in Use. Elementary and intermediate.	Cambridge University Press	1999



**UNIVERSIDAD LIBRE**  
**FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES**  
**NUCLEO COMÚN**

Jenny Dooley Virginia Evans	Grammar way 1 – 2 y 3	Express Publishing	1998
Bill Mascull	Business Vocabulary in Use	Cambridge University Press	2002
Angela Lloyd Anne Preier	Business Communication Games	Oxford University Press	1996
Sara Helm	Market Leader, Accounting and Finance	Pearson	2010
David Cotton y otros	Market Leader, Pre-Intermediate, 3rd, edition.	Pearson	2012

**INFOGRAFÍA**

**AUTONOMOUS LEARNING**

<http://www.reuters.com/news/video>  
[http://www.breakingnewsenglish.com/business\\_english.html](http://www.breakingnewsenglish.com/business_english.html)  
<http://www.businessenglishmaterials.com/>  
[http://www.freeeslmaterials.com/business\\_english.html](http://www.freeeslmaterials.com/business_english.html)  
<https://www.englishclub.com/speaking/presentations.htm>

**General English:**

<http://www.ompersonal.com.ar/> (A very friendly web page to improve your level of English)  
<http://esl-bits.net/>  
<http://www.engvid.com/english-videos/>  
<https://www.ted.com/surpriseme>  
<http://www.breakingnewsenglish.com/>  
<http://www.eslholidaylessons.com/>  
<http://www.englishclub.com/learn-english.htm>  
<http://a4esl.org>  
<https://www.youtube.com/user/rachelsenglish>  
<http://www.eslflow.com/dialoguesandconversations.html> DIALOGUES IN ENGLISH  
<http://www.eslfast.com/robot/> CONVERSATIONS  
<http://www.englishspeak.com/es/english-lesson.cfm?lessonID=71&displayEnglish=1> (velocidad normal, velocidad lenta, **100 Lessons**, **1000 Most Common Phrases**, **1500 Most Common Words**)  
<http://www.englishspeak.com/english-lessons.cfm> (English dialogues with audios, slow and normal speed)  
<http://www.richardlberry.com/EnglishAtStGabriels.html> (Grammar)  
[www.inglesmundial.com](http://www.inglesmundial.com)  
<http://www.lingolex.com/espan.htm>  
[www.churchillhouse.com/english](http://www.churchillhouse.com/english)  
[http://esl.about.com/od/readingcomprehensionquiz/a/d\\_list.htm](http://esl.about.com/od/readingcomprehensionquiz/a/d_list.htm)  
<http://www.edufind.com/english/grammar/>  
<http://www.onlinenewspapers.com/>  
[www.learnenglish.org.uk](http://www.learnenglish.org.uk)

**Business Vocabulary:**

Top 20 Business Vocabulary: [https://www.englishclub.com/download/PDF/EnglishClub\\_Top-20-Business-Vocabulary.pdf](https://www.englishclub.com/download/PDF/EnglishClub_Top-20-Business-Vocabulary.pdf)  
Exercises with Vocabulary:  
<file:///D:/Downloads/Check%20Your%20English%20Vocabulary%20for%20Business%20and%20Administration.pdf>

<http://www.wikihow.com/Category:Finance-and-Business>  
<http://www.youtube.com/course?list=EC88AD09FFCDF3B48C>  
<http://www.nysscpa.org/glossary#M>  
<http://www.accountingcoach.com/>

**UNIVERSIDAD LIBRE**  
**FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES**  
**NUCLEO COMÚN**



**EVALUACION**

Primer Corte (30%)  
Segundo Corte (30%)  
Tercer Corte (40%)

<http://www.better-english.com/easier.htm>

<http://www.gcflearnfree.org/career> (Tutorials on resumes, job search, interviewing and more)

<http://www.gcflearnfree.org/money>

<http://www.gcflearnfree.org/resumewriting>

**Listening:**

<http://www.esl-lab.com/>

<http://www.englishmedialab.com/listening.html>

<http://es.englishcentral.com/videos#!index> (videos)

**Dictionaries:**

[www.wordreference.com](http://www.wordreference.com)

<http://dictionary.cambridge.org/define.asp?dict=CALD&key=13295&ph=on>

<http://www.diccionarios.com/>

<http://thesaurus.reference.com/>

<http://financial-dictionary.thefreedictionary.com/liability>

<http://www.linguee.es/>

**Pronunciation:**

<http://www.bbc.co.uk/worldservice/learningenglish/grammar/pron/sounds/index.shtml>

[www.howjsay.com](http://www.howjsay.com)

**Dictations:**

<http://www.dictationonline.com/>