



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	18
1. IDENTIFICACIÓN DE LA ASIGNATURA			
2.1 NOMBRE		<i>Inglés 3</i>	
2.2 CÓDIGO	03021	2.3 NIVEL-SEMESTRE	Tercero
2.4 SUBCOMPONENTE	COMÚN <input checked="" type="checkbox"/>	ELECTIVA <input type="checkbox"/>	OPORTUNA <input type="checkbox"/>
2.5 FACULTAD	CIENCIAS ECONÓMICAS ADMINISTRATIVAS Y CONTABLES		
2.6 SEDE	BOGOTA D. C.		
2. PROGRAMA DE LA ASIGNATURA – CONTENIDOS BÁSICOS			
UNIDAD (No. y título)	TEMAS (Temas/subtemas o Contenido Temático)	ESTRATEGIAS Y ASPECTOS METODOLÓGICOS	ACTIVIDADES: (Lecturas, consultas, ejercicios, trabajos...)
Introducción al curso July 18 - 22	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 General information and agreements: (40% class work, 60% tests, etc.)	- Teacher's Introduction - Students' Introduction / Giving personal information - Reading the Syllabus. - Taking the diagnostic test. - Accounting vocabulary 1
1. Products/ unusual markets July 22 – 29 August 1 - 5	▶ Adjectives ▶ Adverbs	-Practice workshops about the topics taught. -Oral and written exercises -Meaningful and contextualized sentences	- Individual and group work -Reading comprehension activity - Grammar practice in context Vocabulary: adjectives (opposites) - Describing products. - Accounting vocabulary 2 -Listening exercises
2. Competitors Changing to compete August 8 – 12 August 15 – 19 August 22 - 26	▶ Present continuous tense ▶ Compound nouns	-Practice workshops about the topics taught. -Oral and written exercises -Meaningful and contextualized sentences	- Individual and group work -Reading comprehension activity Vocabulary: word families - Grammar practice in context Talking about companies -Listening exercises -Accounting Vocabulary 3



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Improving English Skills	Reading: wikihow		
	Writing: writing a memo		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
FIRST TERM EXAM	August 22 – September 2 30 minute review, 90 minute test. Magazine article for next class (Groups of 3 go to the library / Select articles / In class decide on one) Following class: Feed back		
3. Location Aug. 29 – Sept. 2 September 5 – 9 September 12 - 16	<ul style="list-style-type: none"> ▶ Comparatives ▶ Superlatives 	-Practice workshops -Oral and written exercises -Meaningful and contextualized sentences	- Individual and group work - Grammar practice in context Vocabulary: work -Reading comprehension activity Comparing countries -Listening exercises - Accounting vocabulary 4
4. Careers September 19 – 23 September 26 – 30 October 3 – 7 October 10 – 14 October 17 - 21	<ul style="list-style-type: none"> ▶ Present Perfect ▶ For – Since ▶ Infinitive of purpose 	-Practice workshops -Meaningful and contextualized sentences Speaking and written practice	- Individual and group work - Grammar practice in context -Reading comprehension activity -Listening exercises -Speaking practice: http://www.better-english.com/grammar.htm -Accounting Vocabulary 5
Improving English Skills	Reading: wikihow		
	Writing: writing a report Writing an e-mail		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
SECOND TERM EXAM	October 17 – November 1 30 minute review, 90 minute test. Magazine article for next class (Groups of 3 go to the library / Select articles / In class decide on one) Following class: Feed back		
October 24 – Nov. 1	Mastering Skills General Review		
FINAL EXAM	November 8 - 18 (90-minute test) Feed back		
Special Events	Jornada del Emprendimiento	October 31 – November 1	
	Semana del Administrador	November 1 - 4	
	Semana Universitaria		



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3. BIBLIOGRAFÍA			
BÁSICA			
AUTOR (ES)	TÍTULO	EDITORIAL - PAÍS	AÑO
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
COMPLEMENTARIA			
Rayond Murphy	English Grammar in Use. Elementary and intermediate.	Cambridge University Press	1999
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			
<p>http://www.reuters.com/news/video http://www.breakingnewsenglish.com/business_english.html http://www.businessenglishmaterials.com/ http://www.freeeslmaterials.com/business_english.html https://www.englishclub.com/speaking/presentations.htm http://www.inspire21.com/stories/businessstories/business</p> <p>General English:</p> <p>http://www.ompersonal.com.ar/ (A very complete 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)</p>			



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<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.lingolex.com/espan.htm>
www.churchillhouse.com/english
http://esl.about.com/od/readingcomprehensionquiz/a/d_list.htm
<http://www.edufind.com/english/grammar/>
<http://www.onlinenewspapers.com/>
www.learnenglish.org.uk

Business and Accounting Vocabulary:

<http://www.wikihow.com/Category:Finance-and-Business>
https://eia-international.org/wp-content/uploads/accounting_basics1.pdf Accounting Basics Vocabulary
Exercises with Vocabulary:
<file:///D:/Downloads/Check%20Your%20English%20Vocabulary%20for%20Business%20and%20Administration.pdf>

<http://www.youtube.com/course?list=EC88AD09FFCDF3B48C>
<http://www.nysscpa.org/glossary#M>
<http://www.accountingcoach.com/>
<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>
<http://www.gcflearnfree.org/resumewriting/extra/2> (Curriculum Vitae)

Listening:

<http://www.esl-lab.com/>
<http://www.englishmedialab.com/listening.html>
<http://es.englishcentral.com/videos#!index> (videos)

Dictionaries:

Dictionaries of Accounting :
<file:///D:/Downloads/Dictionary%20of%20Accounting.pdf> English
http://www.c21accounting.com/student/red/glossaries/spanish_glossary.pdf Spanish

Exercises with Vocabulary:
<file:///D:/Downloads/Check%20Your%20English%20Vocabulary%20for%20Business%20and%20Administration.pdf>

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>

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www.howjsay.com

Dictations:

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