



UNIVERSIDAD LIBRE
FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES
PROGRAMA DE ADMINISTRACIÓN DE EMPRESAS

1. 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...)
Course Introduction 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. - Business Vocabulary 1 Word list
1. Contacts / The global business world July 25-29 August 1-5	<ul style="list-style-type: none"> ▶ To be ▶ A / an ▶ Countries and nationalities ▶ Introductions 	-Practice workshops about the topics taught. -Oral and written exercises -Meaningful and contextualized sentences - Dilemma and Decision: Who to interview?	-Individual and group work -Reading comprehension activity: 'Working in a foreign country' -Grammar practice in context -Listening -Business Vocabulary 2 Numbers
2. Teams / Working together August 8-12 August 16-19 August 22-26	<ul style="list-style-type: none"> ▶ Present simple affirmative ▶ Frequency adverbs ▶ Departments 	-Practice workshops about the topics taught. -Oral and written exercises -Meaningful and contextualized sentences - Dilemma and Decision: 'A new team member'	- Individual and group work -Reading comprehension activity - Grammar practice in context) -Listening exercises - Business Vocabulary 3
Improving English Skills	Reading and Speaking: Wikihow Project (Finance and Business topics)		
	Writing: Sending an e-mail Sending a memo		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
FIRST TERM EXAM	August 22nd to September 2nd -30-minute review, 90-minute test. -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) -Following class: Feed-back of the exam		
3. Companies / Organisations at work September 5-9	<ul style="list-style-type: none"> ▶ Present simple negative ▶ Questions and short answers 	-Practice workshops	- Individual and group work - Grammar practice in context -Reading comprehension activity: 'Look east'



UNIVERSIDAD LIBRE
FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES
PROGRAMA DE ADMINISTRACIÓN DE EMPRESAS

September 12-16	<ul style="list-style-type: none"> ▶ Articles ▶ Word families ▶ Company information 	<p>-Oral and written exercises to talk about present tense</p> <p>-Meaningful and contextualized sentences</p> <p>- Dilemma and Decision: Who to interview? ('Which Company to buy?')</p>	<p>-Listening exercises</p> <p>- Vocabulary 4: Office materials</p>
<p>4. Offices / A place to work</p> <p>September 19-23 September 26-30 October 3-7</p>	<ul style="list-style-type: none"> ▶ Prepositions of place ▶ The imperative ▶ Offices ▶ Directions 	<p>-Practice workshops</p> <p>-Meaningful and contextualized sentences</p> <p>Speaking and written practice</p> <p>- Dilemma and Decision: 'An Office Move'</p>	<p>- Individual and group work</p> <p>- Grammar practice in context</p> <p>-Reading comprehension activity: 'The paperless office'</p> <p>-Listening exercises</p> <p>-Speaking practice: http://www.better-english.com/grammar.htm</p> <p>-Vocabulary 5: The fundamental elements of accounting</p>
Improving English Skills	Reading and Speaking: Wikihow Project (Finance and Business topics)		
	Writing: Giving information about companies Writing a note		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
SECOND TERM EXAM	October 10th to October 24th Wikihow Project Rehearsal (Finance and Business topics) Following class: Feedback		
October 24-29 November 1-4	Mastering Skills General Review		
FINAL EXAM	November 8th to November 18th (90-minute test) Feedback		
Especial Eventos	Semana Universitaria		
	Jornada del Emprendimiento	Oct 31 - Nov. 1	
	Semana del Administrador	Nov. 1 - 4	
2. BIBLIOGRAFÍA			



UNIVERSIDAD LIBRE
FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES
PROGRAMA DE ADMINISTRACIÓN DE EMPRESAS

BÁSICA			
AUTOR (ES)	TÍTULO	EDITORIAL - PAÍS	AÑO
Cortés, Castañeda y otros	Inglés 3 - 4	Universidad Libre	2012
Irene Barral Nikolas Barral	Intelligent Business, Course book / Pre-intermediate Business English	Pearson Longman	2008
Irene Barral Nikolas Barral	Intelligent Business, Course book / Elementary Business English	Pearson Longman	2008
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>			
General English:			
<p>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</p>			



UNIVERSIDAD LIBRE
FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES
PROGRAMA DE ADMINISTRACIÓN DE EMPRESAS

<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.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/>



UNIVERSIDAD LIBRE
FACULTAD DE CIENCIAS ECONÓMICAS, ADMINISTRATIVAS Y CONTABLES
PROGRAMA DE ADMINISTRACIÓN DE EMPRESAS

Pronunciation:

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

Dictations:

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