



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

PLAN DE AULA			
<b>1. IDENTIFICACIÓN DE LA ASIGNATURA</b>			
2.1 NOMBRE	<i>Inglés IV</i>		
2.2 CÓDIGO	03027	2.3 NIVEL-SEMESTRE	4
2.4 SUBCOMPONENTE	COMÚN <input checked="" type="checkbox"/>	ELECTIVA <input type="checkbox"/>	OPTATIVA <input type="checkbox"/>
2.5 FACULTAD	CIENCIAS ECONÓMICAS ADMINISTRATIVAS Y CONTABLES		
2.6 SEDE	BOGOTA D. C.		
<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>Introduction to this course</b> <b>July 18 - 21</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 -General information and agreements -Reading the Syllabus - Taking the diagnostic test.
	- Present continuous for future. - Future time expressions. - Vocabulary: transport and related expressions  - Making arrangements - - Vocabulary and expressions	-Practice workshops about the topics taught. -Oral and written exercises to talk about food and drinks -Meaningful and contextualized sentences	-Grammar and vocabulary exercises -Talking about future Listening (Book: Intelligent business Unit 14 Pages: 122,124) -Accounting vocabulary: English - Spanish Crossword puzzle -Reading : Budgeting (Book: Accounting Unit 6 Pages: 14-15)



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			-Grammar and vocabulary exercises -Role playing: arrangements -Accounting vocabulary
<b>2.FUTURE POSSIBILITIES</b>  <b>August 8 – 12</b> <b>August 15 – 19</b> <b>August 22 - 26</b>	- Communication technology - Will for decisions - Numbers and symbols	-Practice workshops about the topics taught. -Oral and written exercises to talk about countable and uncountable nouns -Meaningful and contextualized sentences:	Listening Grammar and vocabulary exercises Talking about future Vocabulary: numbers statistics percentages
	- Will for predictions		Reading and listening activities Grammar and vocabulary exercises Talking about changes in the future. Vocabulary: numbers statistics percentages Speaking: making predictions
<b>Improving English Skills</b>	Reading: Wikihow		
	Writing: Writing an e-mail		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
<b>FIRST TERM EXAM</b>	<b>August 22 – September 2</b> 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		
<b>3.WORKS AND JOBS</b>  <b>Aug. 29 – Sept. 2</b> <b>September 5 - 9</b> <b>September 12 - 16</b>	Conditionals: 0, 1 <sup>st</sup> and 2 <sup>nd</sup>	-Practice workshops a -Oral and written exercises -Meaningful and contextualized sentences -Speaking and written practice	(From book: Business vocabulary in use. Pages: 10- 11)  First Test feedback -Grammar and listening exercises -Oral presentations (dialogues) -Vocabulary: Businesses  Reading: Jobs in accounting Book:



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			Accounting-unit 1, Pages: 4-5) Business vocabulary
<b>4.WAYS OF WORKING</b>  <b>THE RIGHT JOB FOR YOU</b>  September 19 – 23 September 26 - 30	Tenses review Modal verbs: should, ought to, had better.	-Collaborative work -Practice workshops -Meaningful and contextualized sentences: -Speaking and written practice	Grammar and listening exercises Reading exercise Technical vocabulary Writing task: Cover letter
<b>5. RECRUITMENT AND SELECTION</b> October 3 – 7	Applying for a job	-Collaborative work -Practice workshops	Grammar and listening exercises Reading exercise Technical Vocabulary Writing Task: Cover letter
<b>6.SKILLS AND QUIALIFICATIONS</b> October 10 – 14 October 17 - 21	Tenses review Education and training	-Collaborative work -Practice workshops	(Book: Business vocabulary in use. Pages: 16 17) Grammar and listening exercises Reading exercise New Vocabulary Writing task: resume
<b>Improving English Skills</b>	Reading: wikihow		
	Writing: Writing a report		
	Autonomous Learning: Autonomous work revision (Checking evidences / Web pages suggested at the end of this Syllabus)		
<b>SECOND TERM EXAM</b>	<b>October 17 – November 1</b> 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		
<b>7.PAY AND BENEFITS</b> October 24 - 28	Wages and salaries	-Collaborative work -Practice workshops	Grammar and listening exercises Reading exercises Technical Vocabulary Writing task: resume
<b>8.PEOPLE AND WORK PLACES</b> October 31 – Nov. 4	General review Personnel and human resources	-Collaborative work -Practice workshops	(Book: Business vocabulary in use. Pages: 20 21) Grammar and listening exercises Reading exercise Technical vocabulary. Speaking: Job Interview
<b>FINAL EXAM</b>	<b>May 23<sup>rd</sup> to June 7<sup>th</sup> (90-minute test)</b> Feed back		
<b>Special Events</b>	<b>Jornada del Emprendimiento</b>	October 31 – November 1	



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	<b>Semana del Administrador</b>	November 1 - 4
	<b>Semana Universitaria</b>	

<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 / 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
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
<b>INFOGRAFÍA</b>			
<b>AUTONOMOUS LEARNING</b>			
<a href="http://www.reuters.com/news/video">http://www.reuters.com/news/video</a> <a href="http://www.breakingnewsenglish.com/business_english.html">http://www.breakingnewsenglish.com/business_english.html</a> <a href="http://www.businessenglishmaterials.com/">http://www.businessenglishmaterials.com/</a> <a href="http://www.freeeslmaterials.com/business_english.html">http://www.freeeslmaterials.com/business_english.html</a> <a href="https://www.englishclub.com/speaking/presentations.htm">https://www.englishclub.com/speaking/presentations.htm</a> <a href="http://www.inspire21.com/stories/businessstories/business">http://www.inspire21.com/stories/businessstories/business</a>			
<b>General English:</b>			
<a href="http://www.ompersonal.com.ar/">http://www.ompersonal.com.ar/</a> (A very complete web page to improve your level of English)			
<a href="http://esl-bits.net/">http://esl-bits.net/</a>			
<a href="http://www.engvid.com/english-videos/">http://www.engvid.com/english-videos/</a>			
<a href="https://www.ted.com/surpriseme">https://www.ted.com/surpriseme</a>			
<a href="http://www.breakingnewsenglish.com/">http://www.breakingnewsenglish.com/</a>			
<a href="http://www.eslholidaylessons.com/">http://www.eslholidaylessons.com/</a>			
<a href="http://www.englishclub.com/learn-english.htm">http://www.englishclub.com/learn-english.htm</a>			
<a href="http://a4esl.org">http://a4esl.org</a>			
<a href="https://www.youtube.com/user/rachelsenglish">https://www.youtube.com/user/rachelsenglish</a>			
<a href="http://www.eslflow.com/dialoguesandconversations.html">http://www.eslflow.com/dialoguesandconversations.html</a> DIALOGUES IN ENGLISH			



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<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 and Accounting Vocabulary:**

<http://www.wikihow.com/Category:Finance-and-Business>  
[https://eia-international.org/wp-content/uploads/accounting\\_basics1.pdf](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](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://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)

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**Dictations:**

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