



ASIGNATURA	Nombre:	<i>El inglés de los negocios</i>		
	Descriptor:	<i>Strategies for Business Communication</i>		
	Departamento:	Filología Inglesa		
	Área:	Filología Inglesa, ESP.		
	Código:	D008	Créditos ECTS:	3
	Horario:	Wednesday, from 10 a.m. to 12 a.m.		
	Cuatrimestre:	1st term	Aula:	A2/0A22

DOCENTE(S)	Nombre(s):	Dra. Victoria Guillén Nieto		
	Tutorías:	Tuesdays, from 10 a.m. to 2 p.m. at Office B11-Department of English Studies, Faculty of Arts, Building A- or through the Virtual Campus. In either case, appointments for interview will always be made through the Virtual Campus.		
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1. NOMBRE DE LA UNIDAD

Unit 5. Advising of Despatch

2. OBJETIVOS

- a) To provide students with background information on the ways customers may advise of the despatch of the goods, as well as on the shipping details to be included in a letter advising of despatch: name of the ocean vessel, date of departure, estimated time of arrival, shipping documents, etc.
- b) To provide students with practice in business letter writing: "advising of despatch".

3. COMPETENCIAS

- a) To be able to write a letter advising of despatch.
- b) To be able to inform of the shipping details over the phone.

4. CONTENIDOS



a) Advising of Despatch.

(From *Writing Strategies for Business Communication*. Unit 9. Advising of Despatch. Victoria Guillén Nieto and Judith Williams. Alicante: Agua Clara, 2004. Pp. 89-95. ISBN: 84-8018-251-2)

- Background Information (p. 89)
- Specimen Letter A (p. 90)
- Comprehension Questions (p. 91)
- Specimen Letter B (p. 91)
- Comprehension Questions (p. 92)
- Language Functions (p. 92)
- Style (p. 92)
- Grammar Practice (p. 93)
- Cloze Text 1 (pp. 93-94)
- Vocabulary Building (p. 94)
- Translation Task (p. 94)
- Writing Tasks (p. 94)
- Company Simulation Tasks (p. 95)
- Glossary (p. 95)

b) Advising of despatch over the phone.

5. METODOLOGÍA

The contents of this unit will be taught through a company simulation game. This will include: (a) pair-work, (b) small group tasks, (c) interacting with other groups of students –wholesalers and retailers- via e-mail and phone, and (c) a business report of the tasks carried out.

6. PLAN DE TRABAJO Y ACTIVIDADES DE APRENDIZAJE



ACTIVIDADES PRESENCIALES			
ACTIVIDAD	CLASE TEORÍA	CLASE PRÁCTICA	DESARROLLO DE ACTIVIDADES EN GRUPOS PEQUEÑOS. TUTORÍAS DOCENTES
Presentation	0.5		
Company simulation		0.5	2
TOTAL:	0.5	0.5	2

ACTIVIDADES NO PRESENCIALES			
ACTIVIDAD	ESTUDIO ASIGNATURA	PRÁCTICAS FUERA DE HORARIO	DESARROLLO DE ACTIVIDADES EN GRUPOS PEQUEÑOS. TUTORÍAS DOCENTES
	1	1	1
TOTAL:	1	1	1

7. EVALUACIÓN DE LA UNIDAD

Students' assessment will be carried out over:

- Active participation in the workshops.
- A written report on the tasks carried out for the company simulation game.

8. MATERIALES

- Set book.
- Handouts.

9. BIBLIOGRAFÍA

Alcaraz Varó, E. & B. Hughes 1996. *Diccionario de términos económicos, financieros y comerciales*. Ingles-Español, Spanish-English. Barcelona: Ariel.

Guillén Nieto, V. & J. Williams 2004. *Writing Strategies for Business Communication*. Alicante: Agua Clara.