



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 7. Making Payment

2. OBJETIVOS

- a) To provide students with background information on the inland methods of payment and overseas methods of payment: postal order, giro cheque, personal cheque, Bill of Exchange, IMO, banker's draft, letter of credit, etc.
- b) To understand the parties and process involved in a Documentary Letter of Credit operation.
- c) To provide students with practice in business letter writing: "Making payment", "Acknowledging payment", Issuing a documentary letter of credit", "Advising that a letter of credit has been opened", etc.
- d) To exchange information over the phone on methods of payment and terms when doing business.

3. COMPETENCIAS



- a) To be able to write a letter giving information on making payment.
- b) To be able to write a letter acknowledging payment.
- c) To be able to write a letter giving information on payments instructions.
- d) To be able to write a letter giving information on the issuance of a letter of credit.
- e) To be able to write a letter advising that a Documentary letter of credit has been opened.

4. CONTENIDOS

(From *Writing Strategies for Business Communication*. Unit 16. Making and Acknowledging Payments. Victoria Guillén Nieto and Judith Williams. Alicante: Agua Clara, 2004. Pp. 185-200. ISBN: 84-8018-251-2).

- Background Information (pp. 185-187)
- Specimen Letter A (p. 188)
- Comprehension Questions (p. 188)
- Specimen Letter B (p. 189)
- Comprehension Questions (p. 189)
- Specimen Letter C (p. 190)
- Comprehension Questions (p. 190)
- Specimen Letter D (p. 191)
- Comprehension Questions (p. 191)
- Specimen Document A (p. 192)
- Comprehension Questions (p. 192)
- Specimen Document B (pp. 192-193)
- Comprehension Questions (p. 193)
- Language Functions (pp. 193-194)
- Style (p. 194)
- Grammar Practice (p. 194)
- Cloze Text 1 (p. 195)
- Cloze Text 2 (196)
- Cloze Text 3 (p. 197)



- Vocabulary Building (p. 197)
- Translation Task (p. 198)
- Writing Tasks (pp. 198-199)
- Company Simulation Tasks (p. 199)
- Glossary (pp. 199-200)

(From *Writing Strategies for Business Communication*. Unit 19. Payment in International Trade: The Documentary Letter of Credit. Victoria Guillén Nieto and Judith Williams. Alicante: Agua Clara, 2004. Pp. 227-244. ISBN: 84-8018-251-2).

- Background Information (pp. 227-231)
- Specimen Document A (p. 232)
- Comprehension Questions (p. 233)
- Specimen Letter B (p. 233)
- Comprehension questions (p. 234)
- Specimen Document A (p. 234)
- Comprehension Questions (p. 235)
- Specimen Document B (p. 235)
- Comprehension Questions (p. 236)
- Language Functions (p. 236)
- Style (pp. 236-237)
- Grammar Practice (p. 237)
- Cloze Text 1 (p. 238)
- Cloze Text 2 (pp. 239)
- Cloze Text 3 (p. 240)
- Vocabulary Building (p. 240)
- Translation Task (pp. 240-241)
- Writing Tasks (pp. 241-242)
- Company Simulation Tasks (p. 242)
- Glossary (pp. 243-244)

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:

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

8. MATERIALES

- a) Set book.
- b) 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.