



Department of Languages and Cultures

*Kā Reo me kā Tikaka o te Ao Whānui*

COURSE OUTLINE

## **SPAN233 Business Spanish**

### **Course Objectives**

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**SPAN 233** is a Spanish language paper designed to build on the knowledge acquired in SPAN 231. This course practices the language required in a Spanish speaking business environment. It focuses on the listening, writing, reading and spoken components of **Business Spanish** at an intermediate level aiming at a communicative competence.

A communicative approach to language learning will be used, in which the student shall participate in simulated situations applying a wide range of target language structures and appropriate vocabulary, taking into account the cultural norms in order to communicate appropriately according to each situation.

**The course will aim to provide the four major skills:**

- **Listening** comprehension of formal and informal spoken dialogues or reports from real life and texts taken from Spanish and Latin American media and films.
- **Speaking** in the target language in formal and informal situations, commenting on relevant events and topics, evaluating and analyzing facts of interest.
- **Writing** essays, letters, and comments on specific topics, events.
- **Reading** comprehension of contemporary texts from press and literature covering a wide range of contents.

This course equips you not just with skills to communicate in Spanish, but also with skills that will enable you for a lifelong learning. Learning a language requires also the responsibility of the students which involves:

- *memorising vocabulary as a necessary condition to be able to speak a language,*
- *to go through the material every day after class and to do the homework required,*
- *to prepare the vocabulary of the next lesson in advance,*
- *spend some time in the language lab practicing listening comprehension.*

Learning a language requires a constant effort throughout the course. For this reason we have planned several internal assessments which will enable you to monitor your progress.

## Teaching Staff

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### **Paper Coordinator & Lecturer**

Name: Dr Angela Gracia  
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## Course Delivery

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**Lectures** present the key conceptual material through discussion and interaction between teaching staff and students. Lectures are supported by readings.

**Tutorials** are interactive, collaborative sessions in which students apply concepts presented at lectures with their peers in a supportive environment.

**Oral classes** focus on spoken interaction and are taught by a native speaker.

**Course Calendar** The course calendar (in this outline) details scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

*Students are expected to prepare for and attend all classes to gain full benefit from the paper.*

These activities should be prepared for by reviewing information detailed on Blackboard and completing any assigned readings. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable.

## Expectations and Workload

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SPAN 233 is a 18- points paper. Consequently, after 4 hour classes per week this paper requires an additional autonomous learning of 9.8 hours per week.

## Course Learning Resources

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**Textbooks:** To be advised.

**Resources:** *Aprende Gramática y vocabulario 2*, Castro, F. / Díaz, P., SGEL, Madrid, 2006.

*Ejercicios gramaticales de Español (Niveles Medio y Superior)*, L. Busquets/ L. Bonzi, Editorial Verbum, Madrid, 1996. (In the Library)

Monolingual Dictionaries such as *Diccionario de la Lengua Española*, Real Academia Española, 2001: [www.rae.es](http://www.rae.es)

María Moliner, *Diccionario de uso del español*, Gredos, 1998. (In the Library)

Spanish Television and Radio: [www.rtve.es](http://www.rtve.es)

**El País:** [www.elpais.com](http://www.elpais.com)

University of Otago Central Library web page on issues related to the Spanish Language and Hispanic Cultures: <http://www.otago.ac.nz/spanish>.

[http://www.library.otago.ac.nz/subject\\_guides/index.html](http://www.library.otago.ac.nz/subject_guides/index.html).

### Blackboard

Blackboard <https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

### Assessment

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All material presented is examinable (except where stated otherwise) by assignments and the final examination. All important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

Each **Test** consists of the following parts:

- listening comprehension
- grammatical structures
- reading comprehension
- composition of a short essay, a letter or a dialogue in Spanish

### Format of the Oral exam

The exam will be taken in pairs and will be based on a similar dialogue we have seen in the textbook or in class. You must team up with a classmate from SPAN 233.

You are given a specific situation for which you have 10 minutes to prepare with your classmate and then enact the situation. Each Oral exam is scheduled for 10 minutes. The student will sign up for their oral exam one week before the Oral exam takes place. The topics for the Orals are similar dialogues seen in the text book and in class.

**You are expected to apply the syntactic structures and vocabulary acquired in class in the written assignment, the tests and the oral exams.**

Assessment	% of final grade
TEST 1	16%
ASSIGNMENT 1	16%
ORAL EXAM 1	10%
ASSIGNMENT 2	16%
ASSIGNMENT 3	16%
TEST 2	16%
ORAL EXAM 2	10%

**Assessment Format/ Marking Criteria**

For marking Assignments: 40% content, 60 % expression: 0,5 vocabulary and syntax (grammar); 0, 25 orthography and accents. For Tests the same criteria apply.

**Assignment Submission Procedure**

The Assignments will be written in class

**Course Requirements**

80% of attendance is required. An attendance sheet will be passed during class.