



IDONEITA' LINGUA INGLESE ENGLISH – EM

Master's Degree in Management
Faculty of Economic, Law and Political Sciences
Department of Business and Economics
University of Cagliari

M.Antonieta Marongiu, Ph.D.

marongiuma@unica.it

MARIA ANTONIETTA MARONGIU

RICEVIMENTO: SU TEAMS
VENERDÌ ORE 18:00-19:00

STUDIO 3, 1° PIANO
FACOLTÀ DI SCIENZE ECONOMICHE, GIURIDICHE E POLITICHE
SANT'IGNAZIO, 84 (BIBLIOTECA ECONOMIA)



IDONEITA' LI
NGUA
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CdL EM

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E-mail address: marongiuma@unica.it

Webpage: <http://people.unica.it/mariaantoniettamarongiu/>

IDONEITÀ LINGUA INGLESE

CdL magistrale Economia Manageriale

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
LESSONS		LESSONS		LESSONS		TUTORATO	
TEAMS		TEAMS		TEAMS		TEAMS	
26 April	18:30-20:00	27 April	18:30-20:00	26 April	18:30-20:00		
3 May	18:30-20:00	4 May	18:30-20:00	5 May	18:30-20:00	6 May	15:00-16:30
10 May	18:30-20:00	11 May	18:30-20:00	12 May	18:30-20:00	13 May	15:00-16:30
				T 19 May	15:00-16:30	20 May	15:00-16:30
				T 26 May	15:00-16:30	27 May	15:00-16:30
		T 1 June	15:00-16:30			3 June	15:00-16:30



Sito Web: <http://people.unica.it/mariaantoniettamarongiu/>

All'interno del sito:

- Orario lezioni e ricevimento, avvisi
- Materiale didattico scaricabile relativo alle lezioni:
 - APPUNTI LEZIONI su contenuti specialistici,
 - APPUNTI LEZIONI sulla struttura della lingua,
 - READING COMPREHENSION Exercises,
 - MOCK-TEST con soluzioni.

COURSE OBJECTIVES

Consolidate competence in the four skills as appropriate for the B2 level (QCR) in English



- Use/analyze the most relevant B2 grammatical structures
- Use in context specialized lexicon
- Listen to and read texts of specialized content
- Conversate on general and non-familiar topics
- Present previously-studied specialized topics

ENGLISH - EM

GRAMMAR from

NEW TOTAL ENGLISH INTERMEDIATE

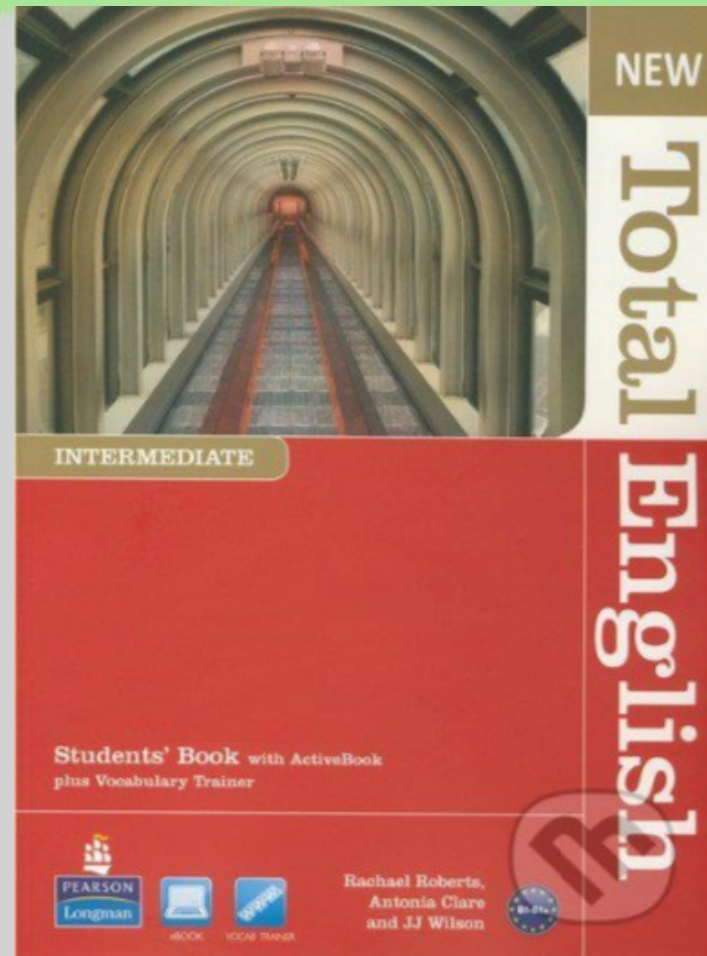
- narrative tenses (present perfect and present perfect continuous, past perfect and past perfect continuous);
- Future tenses (perfect and continuous);
- Used to and would;
- Passive structures;
- Have/get something done;
- modal verbs (obligation, permission, prohibition, ability, possibility);
- zero, first, second and third conditionals;
- reported speech.

Students are required to be familiar with all B1+ level language structures.

TEXTBOOK

- **R. ACKLAM, A. CRACE, New Total English Intermediate, Student's Book e Workbook, Longman (nuova edizione).**

Unit 1.3
Unit 2.2
Unit 3.3
Unit 4.2
Unit 5.1
Unit 7.2
Unit 8.1/8.3
Unit 9.2



ESERCITAZIONI

TUTOR

dott.ssa Carla Foddis

Grammatica

Online (TEAMS) (14 ore)

ENGLISH - EM

ESP UNITS

from

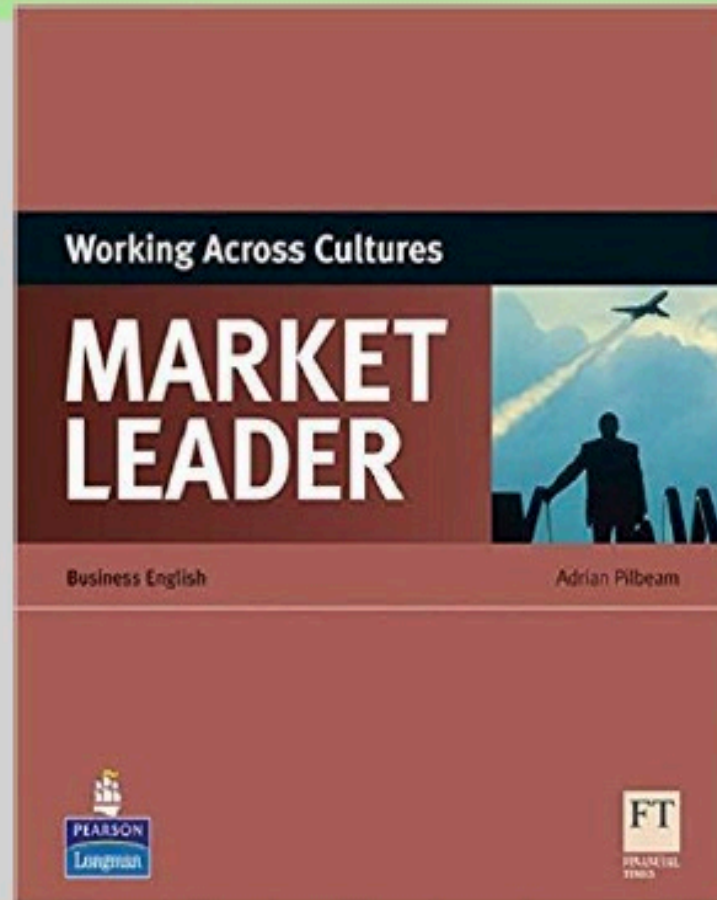
MARKET
LEADER
WORKING
ACROSS
CULTURES

- Working Across Cultures
 - Unit 1
 - Unit 2
- Doing Business in foreign Markets
 - Unit 6
- Living and Working in a Foreign Country
 - Unit 10
- Working in Virtual Teams
 - Unit 13
 - Unit 14

TEXTBOOK

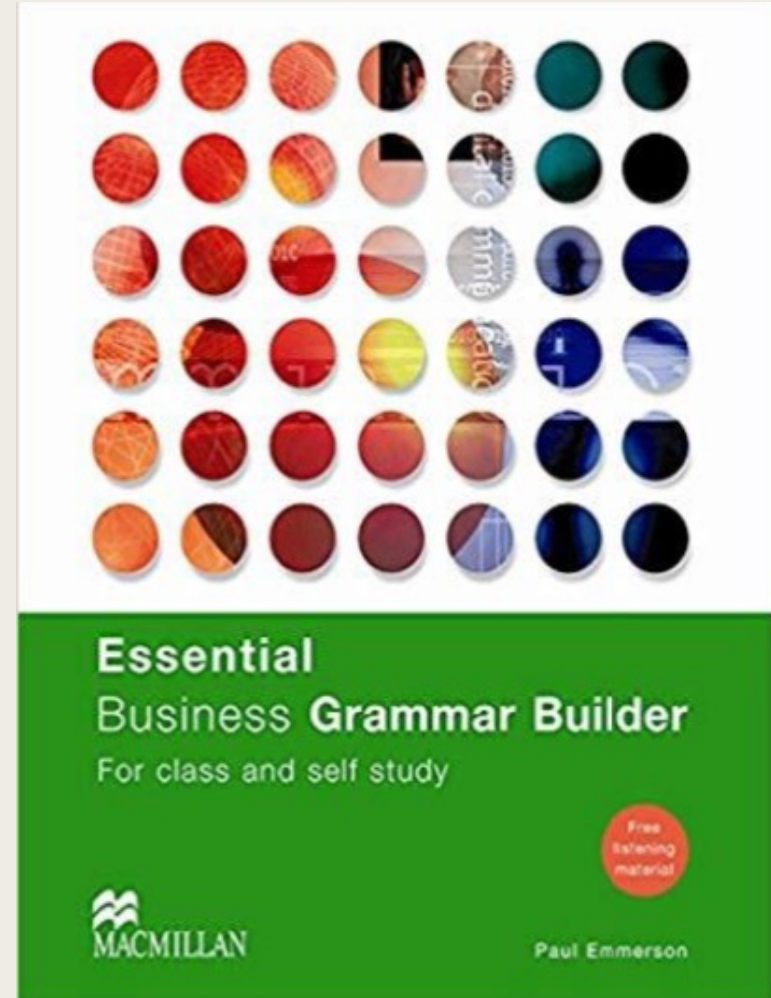
- **A. PILBEAM, Market Leader -Working across cultures, Pearson Longman 2015**

Unit 1
Unit 6
Unit 10
Unit 13
Unit 14
Unit 17



Emerson, *Business Grammar Builder* MacMillan, 2014
(for class and self-study)

TEXTBOOK



GRAMMAR BOOKS AND DICTIONARIES

1) D. SELLEN, *New Total Grammar, Grammar and Practice for Italian Students*, Black Cat.

Copre i livelli da A2 a B2 (Livello elementare-intermedio) Esercizi sulla tipologia degli esami di Cambridge (KET, PET e FCE). Fascicolo delle risposte per studio autonomo (Answer key). Audio CD/CD ROM con oltre 300 esercizi supplementari.

2) M.Foley e D. Hall *My GrammarLab*. Pearson.

Schede grammaticali e lessicali con esercizi on-line.

3) L. PALLINI, *How do you say...?*, Appunti e schemi di grammatica contrastiva per lo studio della lingua inglese, Black Cat-CIDEB.

137 schede grammaticali e lessicali per studenti italiani. 4 sezioni: *Grammatica*, *Traduzioni* (60 problemi di traduzione), *Particolarità* (23 voci inglesi che inducono in errore gli italiani), *Dossier* (pronuncia, False Friends, AME vs BRI, phrasal verbs).

3) any updated dictionary

- Oxford Advanced Learner's Dictionary,
- Longman Dictionary of Contemporary English;
- Collins CoBuild Learner's Dictionary.

Useful platforms

Business English Pod: <https://www.businessenglishpod.com/category/management/>

TEDTalk: <https://www.ted.com/>

USEFUL LINKS

- <https://learnenglish.britishcouncil.org/business-English>
- <http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/index.shtml>
- <https://feedly.com/i/discover>

ONLINE EXAM FOR ATTENDING STUDENTS

1) Written test

General English: grammar and use of English (Units 1.3, 2.2, 3.3, 4.2, 5.1, 7.2, 8.1/8.3, 9.2 NTE)

Specific English: specific content (Units 1, 2, 6, 7, 10, 13, 14 ML)

2) Oral exam

General communicative competence

Specific knowledge and presentation skills

Written and Oral parts of the exam must be taken in the same exam session

Both will assess the knowledge of specific materials.

ESAME ONLINE PER GLI STUDENTI FREQUENTANTI

1) Test scritto

Lingua Inglese: grammatica e uso (NTE: Unità 1.3, 2.2, 3.3, 4.2, 5.1, 7.2, 8.1/8.3, 9.2)

Contenuti Specialistici: (ML: Unità 1, 2, 6, 7, 10, 13, 14)

2) Esame orale

Competenza comunicativa orale

Conoscenza di contenuti specialistici e abilità nella presentazione

(ML: Unità 1, 2, 6, 7, 10, 13, 14)

Sia la parte scritta che la parte orale dell'esame devono essere sostenute nello stesso appello

Scritto e orale valutano anche la conoscenza dei contenuti specialistici.

ONLINE EXAM FOR NON-ATTENDING STUDENTS

1) Written test

General English: grammar and use of English (NTE: Units 1.3, 2.2, 3.3, 4.2, 5.1, 7.2, 8.1/8.3, 9.2)

Specific English: specific content (ML: Units 1, 2, 6, 7, 10, 13, 14)

2) Oral exam

General communicative competence

Specific knowledge and presentation skills

(ML: Units 1, 2, 6, 7, 10, 13, 14, **+ Units 8, 11, 15**)

Written and Oral parts of the exam must be taken in the same exam session

Both will assess the knowledge of specific materials.

ESAME ONLINE PER GLI STUDENTI NON FREQUENTANTI

1) Test scritto

Lingua Inglese: grammatica e uso (NTE: Unità 1.3, 2.2, 3.3, 4.2, 5.1, 7.2, 8.1/8.3, 9.2)

Contenuti Specialistici: (ML: Unità 1, 2, 6, 7, 10, 13, 14)

2) Esame orale

Competenza comunicativa orale

Conoscenza di contenuti specialistici e abilità nella presentazione

(ML: Unità 1, 2, 6, 7, 10, 13, 14 **+ Unità 8, 11 e 15**)

Sia la parte scritta che la parte orale dell'esame devono essere sostenute nello stesso appello

Scritto e orale valutano anche la conoscenza dei contenuti specialistici.

USE OF ENGLISH
LEXICON
GRAMMAR

Multiple choice

1 If you need to contact me out of our usual office hours, please _____ the following number.

A telephone up

B call

C ask

2 Due _____ heavy traffic, the bus to York will probably be late.

A because

B the

C to

USE OF ENGLISH WORD FORMATION

3 He will be a very _____ manager

A success

B successful

C succeed

4 _____ is good for business

A Compete

B competitive

C competition

5 Goods will be _____ within 24 hours of your order

A delivery

B delivered

B deliverable

USE OF ENGLISH WORD ORDER

6 Could you tell me _____ , please.

A what the time

B what is the time

C what time it is ←

7 My uncle had a _____ for lunch.

A delicious little French dish ←

B little delicious French dish

C French delicious little dish

8 I know you like exotic food, but _____ ?

A have you ever tried horse-meat ←

B have ever you tried horse-meat

C horse-meat have you ever tried

CERTIFICATES

- International and CLA certifications of B2 or C1/C2 level can be considered if:
 - have not been previously used for other accreditations,
 - have not been granted before January 1st, 2018,
 - have been previously sent and approved by the professor.
- B2 certificates → students must take the reading comprehension test of the written exam and the oral exam. Grades for listening comprehension + use of English part: 24/30.
- C1/C2 certificates → students must take the oral exam. Mark for written exam is 26/30.

CERTIFICATES

- CAMBRIDGE ESOL
- TRINITY ISE
- IELTS
- TOEFL
- PEARSON ACADEMIC
- CLA (frequenza + profitto) BADG

ENTRY TEST

On MS FORMS



SCHEDULE (provisional)

Week 1	2	Mon 26th April	Introduction - Course summary - Textbooks – Exam – Schedule - Entry test on Forms Test correction
	4	Tues 27th April	Socialising in business contexts Video Review of past tenses 2 Kahoot quizzes
	6	Wed 28th April	Specific English (from Market Leader. Work Across Cultures) Working Across Cultures – Unit 2: Communicating across the cultural divide

SCHEDULE (provisional)

Week 2	8	Mon 3rd May	Specific English (from Market Leader. Work Across Cultures) Working Across Cultures – Unit 1: Barriers can give a competitive edge
	10	Tues 4th May	Specific English (from Market Leader. Work Across Cultures) Doing Business in foreign Markets – Unit 6: The importance of understanding the local culture
	12	Wed 5th May	Business communication skills

SCHEDULE (provisional)

Week 3	14	Mon 10th May	Specific English (from Market Leader. Work Across Cultures) Living and Working in a Foreign Country – Unit 10:International assignments
	16	Tues 11th May	Specific English (from Market Leader. Work Across Cultures) Working in Virtual Teams Unit 13: Working in virtual teams
	18	Wed 12th May	Specific English (from Market Leader. Work Across Cultures) Working in Virtual Teams Unit 14: A mixed-culture workplace

What Kind Of Job Can I Get With A Business Administration Degree?

AboutOnlineDegrees.org

CAREERS



Jobs With Business Administration Degree

- Well considering a Business Administration Degree but not sure what career opportunities are available with this degree? The Business core can lead to jobs in various areas, which may include education, government, private sectors and retail. The vital skills which are required for a successful business job and higher salary are good communication, decision making and organization. Now here is a list of famous career options for a Business Administration Degree.

REQUIREMENTS

- GOOD COMMUNICATION SKILLS
- DECISION MAKING SKILLS
- ORGANIZATIONAL SKILLS

CAREER AREAS

- EDUCATION school,
higher education
- GOVERNMENT Civil Service,
Public Administration
- PRIVATE SECTORS private business
- RETAILS storefront sales
management

Top 10 Jobs

- **1. Acquisitions Tax Manager**

- Acquisitions tax manager is a senior level of the accounting team who is responsible for taxes of property acquisitions management during corporation purchases. An average salary of acquisitions tax manager is between: \$105,000 to \$115,000.

- **2. Bank Compliance Officer**

- A bank compliance officer keeps a record of all lending, accounting and investments made within a bank according to federal regulations. An average wage of a bank compliance officer is between: \$60,834 to \$94,665.



ACQUISITION TAX MANAGER

SENIOR LEVEL
OF THE
ACCOUNTING TEAM

- PROPERTY ACQUISITION

Synonyms of PROPERTY: (/ˈprɒpə(r)ti/)

a) DEBTS b) LAGGAGE c) ASSETS

- CORPORATION PURCHASES

Definition of PURCHASE: (/ˈpɜː(r)tʃəs/)

a) The act of selling something

b) The act of buying something

c) The act of stealing something

- AVERAGE SALARY

• Meaning of AVERAGE: (/ˈæv(ə)rɪdʒ/)

a) MEAN

b) PERCENTAGE c) SIZE

BANK COMPLIANCE OFFICER

COMPLIANCE* TO
FEDERAL
REGULATIONS

*observance (of)

- LENDING /'lendiŋ/

Synonyms of LENDING:

- a) LOANING b) REJECTING c) LEAVING

- ACCOUNTING

Definition of ACCOUNTING: /ə'kaʊntiŋ/

- a) Counting on friends
b) Buying and selling properties
c) Recording financial transactions

- INVESTMENTS

Synonyms of INVESTMENTS: /in'ves(t)m(ə)nt/

- a) PAYMENTS b) FINANCING c) DEBTS



Top 10 Jobs

- **3. Agency Underwriter**

- An agency underwriter works as a commercial insurance products retailer who is also responsible for providing insurance coverage and policies for small or medium sized companies. An average wage of agency underwriter is between: \$43,490 to \$76,700.

- **4. Accountant**

- An accountant is a person who is responsible of editing, maintaining and reporting public or private financial data in accordance with governmental regulations. Average salary of accountant is between: \$37,335 to \$51,137.

AGENCY UNDERWRITER

COMMERCIAL INSURANCE
PRODUCTS RETAILER

ACCOUNTANT

COMPLIANCE* TO
GOVERNMENTAL REGULATIONS

COVERAGE /'kʌv(ə)rɪdʒ/

Synonym of COVERAGE:

- a) PROTECTION b) CARTRIDGE c) ASSET

POLICY /'pɒlɪsi/

Synonym of POLICIES:

- a) ACQUISITION b) PLAN c) DECISION

EDITING /'ɛdɪtɪŋ/

• Which is NOT a synonyms of EDITING:

- a) CHECKING b) REJECTING
c) CORRECTING d) REVISING

REPORTING /rɪ'pɔːtɪŋ/

Synonyms of REPORTING: /'æv(ə)rɪdʒ/

- a) RECOUNT b) WRITE c) COUNT

BANK COMPLIANCE OFFICER

COMPLIANCE* TO
FEDERAL
REGULATIONS

*observance (of)

- LENDING /'lendiŋ/

Synonyms of LENDING:

- a) LOANING b) REJECTING c) LEAVING

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Definition of ACCOUNTING: /ə'kaʊntɪŋ/

- a) Counting on friends
b) Buying and selling properties
c) Recording financial transactions

- INVESTMENTS

Synonyms of INVESTMENTS: /'æv(ə)rɪdʒ/

- a) PAYMENTS b) FINANCING c) DEBTS



Top 10 Jobs

- **5. Appraiser**
 - An appraiser is a property specialized trained in providing a property's estimated value it may be home or business. An average salary of an appraiser is between: \$37,935 to \$48,415.
- **6. Benefits Administrator**
 - Benefits administrators serve in human resources and are responsible for maintaining a record of employee benefits and all related benefit documentation while providing information and advice on coverage eligibility and employee coverage choices and compensation programs. An average salary of benefits administrator is between: \$35,807 to \$46,59.