



ENGLISH 2

ADMINISTRATIVE SCIENCE

UNIVERSITY OF CAGLIARI

CdL magistrale in Scienze delle Pubbliche Amministrazioni
Facoltà di Scienze Economiche, Giuridiche e Politiche
Università degli Studi di Cagliari

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MARIA ANTONIETTA MARONGIU

RICEVIMENTO: PER APPUNTAMENTO SU TEAMS

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

LINGUA
INGLESE 2
CdL SPA

36 ore
6 cfu

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ENGLISH SPA

Lesson Timetable

LUNEDI'		MARTEDI'		MERCOLEDI'	
LEZIONI		LEZIONI		LEZIONI	
Microsoft Teams		Microsoft Teams		Microsoft Teams	
1 Mar	16:30-18:00	2 Mar	16:30-18:00	3 Mar	16:30-18:00
8 Mar	16:30-18:00	9 Mar	16:30-18:00	10 Mar	16:30-18:00
15 Mar	16:30-18:00	16 Mar	16:30-18:00	17 Mar	16:30-18:00
22 Mar	16:30-18:00	23 Mar	16:30-18:00	24 Mar	16:30-18:00
29 Mar	16:30-18:00	29 Mar	16:30-18:00	24 Mar	16:30-18:00
				7 Apr	16:30-18:00
12 Apr	16:30-18:00	13 Apr	16:30-18:00		



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

Improve competence in the four skills as appropriate for the intermediate level in English

(B1 → B2 QCR)

- Use/analyze the most relevant B1/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

OBIETTIVI DEL CORSO

Migliorare la competenza in inglese nelle quattro ricettive e produttive per raggiungere il livello B2

(B1 → B2 QCR)

- Usare/analizzare strutture grammaticali del livello
- Usare in contesto lessico specialistico
- Ascoltare e leggere testi di contenuto specialistico e non
- Dialogare su argomenti generali non noti
- Esporre argomenti specialistici preventivamente studiati

GRAMMAR TOPICS

- present simple vs. present continuous,
- narrative tenses (past simple, past continuous, past perfect),
- present perfect and present perfect continuous,
- used to vs. would,
- phrasal verbs
- the passive,
- making future plans/talking about future possibilities,
- modal verbs (obligation, permission, prohibition, ability, possibility),
- zero, first, second and third conditionals,
- reported speech,
- verbs + -ing/infinitive

Students are required to know all B1 level language structures.

ESERCITAZIONI

**CEL (esparto linguistico):
dott. Simon Lander**

Online (Zoom) (20 ore)

Modulo A: seconda settimana di Marzo

Grammatica, composizioni

ESERCITAZIONI

CEL (esparto linguistico): dott. Simon Lander

Compositions (should be between 200-250 words)

Titles	Deadlines
Write an e-mail to a friend and describe something interesting that you have done recently. Talk about where the event happened, why it happened and who you were with.	WEEK 2
Write an e-mail to a friend describing a book you have read recently or a film you have seen. Talk about the author/director, the story and why you liked or disliked it.	WEEK 3
Write a letter to a friend describing an experience you have had while abroad on holiday or studying in a foreign country. Explain the positive and negative effects and what you learnt from the experience.	WEEK 4
Write a description of your best friend. Describe how long you have known him/her, where you met, what he/she does, how often you meet and what activities you enjoy doing together.	WEEK 5
Describe the last holiday you had. Talk about where you went, what you did, who you went with, how long you stayed and what you would have done if you had had more time.	WEEK 6

COMPOSITION RULES

- RESPECT DEADLINE DATES
- HAND IN YOUR COMPOSITIONS DURING LAB LESSONS
- WRITE YOUR LAB GROUP
- WRITING MUST BE CLEAR AND NEAT
- WRITE THE DATE IN ENGLISH
- DIVIDE YOUR COMPOSITION INTO PARAGRAPHS
- DO NOT WRITE TOO MANY WORDS OR TOO FEW
- LEAVE AN EXTRA LINE FOR THE CORRECTION
- COPY THE CORRECTED VERSION OF THE COMPOSITION AND CREATE A DOSSIER



ENGLISH - SPA

ESP TOPICS

- Unit 1 –
Public administration
- Unit 2 –
The Civil Service in the UK
- Unit 3 –
Social Policy and Welfare in the UK

TEXTBOOKS

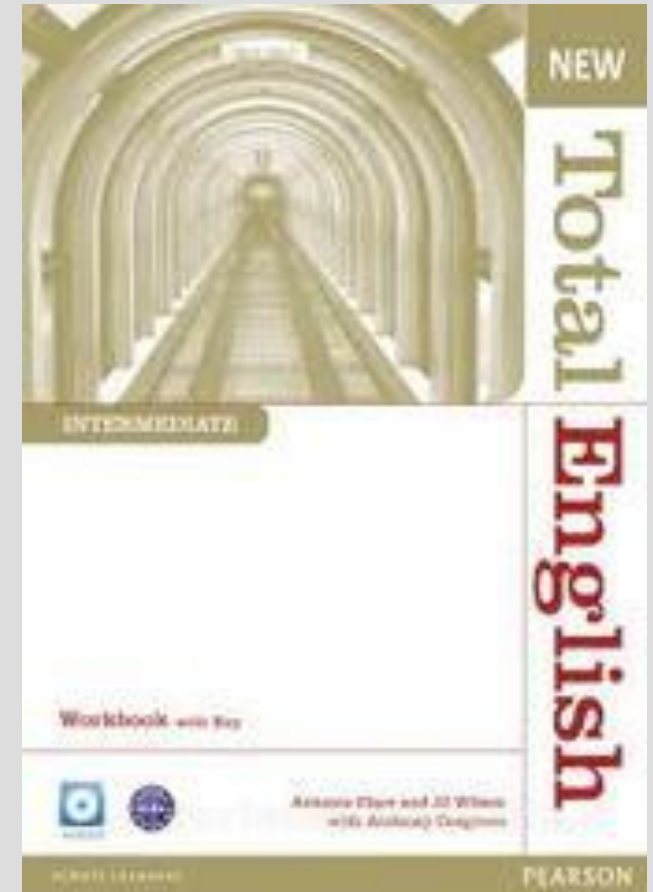
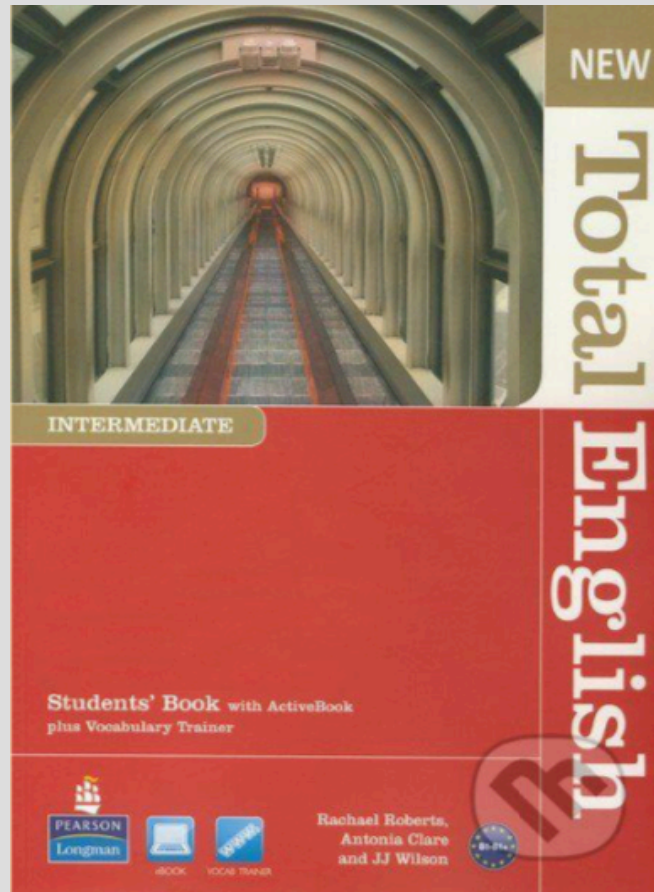
General English Module:

R. ROBERTS, A. CLARE, J.J. WILSON

New Total English, Intermediate,

Students' Book and Workbook,
Longman. (New Edition)

Units 1-8



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

1) Written test

General English: grammar and use of English (Units 1-8 NTE)

Specific English: specific content (Units 1-3 PA in the UK)

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.

WRITTEN EXAM

- Methods of written test: multiple choice, gap filling, true/false.
- To pass the written test, students must obtain at least 18/30 in each of the two sections (General English and Specific English). The final evaluation of the written test will be the arithmetic mean between the two marks obtained in the two sections.

ORAL EXAM (I)

Students who pass the written test will be admitted to the oral examination which consists of a conversation in English about the general and specific topics covered during the course. It will also require the oral presentation and discussion of the general and specific texts analyzed in class and constituting the course contents.

The final grade will be based on:

- the grade obtained in the written test
- the active participation to lectures, grammar classes and lab classes
- the knowledge of the general and specific contents
- the acquired language skills and communicative competence

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

ORAL EXAM (2)

Topics for the oral exam:

1) **General Conversation**

2) **General English:** Reading passages from New Total English Intermediate (students are required to choose two among the following readings):

Unit 1 Brotherly Love, p. 15

Unit 7 Mistakes that work, p. 93

Unit 8 The Forbidden Apple, p. 106

The titles of alternative reading passages will be provided

3. **Specific English:** (all topics listed below are compulsory)

M.GIORDANO, C.WOLLEY, Public Administration in the UK, English for Administrative Science, ARACNE EDITRICE. Units 1, 2, 3

CERTIFICATES

- International and CLA certifications of B2 or C1/C2 level can awarded 3 cfu 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)

LAB TIMETABLE : DR SIMON LANDER

LAB TIMETABLE SIMON LANDER

Speaking and writing: ZOOM Platform

11/03/2021	12:00-14:00	Thursday
18/03/2021	12:00-14:00	Thursday
25/03/2021	12:00-14:00	Thursday
08/04/2021	12:00-14:00	Thursday
15/04/2021 ????	12:00-14:00	Thursday

LANGUAGE LAB LESSONS

Textbook:

- R. ROBERTS, A. CLARE, J.J. WILSON

New Total English, Intermediate, Students' Book and Workbook

Activities:

- Listening, Speaking,
- Writing
- Compositions

SCHEDULE (provisional)

Week 1	2	Mon 1 st March	Introduction - Course summary- Textbooks –Schedule – Exam Total English: Unit 1 Pag. 15 Reading: Brotherly Love Pag. 16 Present perfect simple and past simple
	4	Tues 2 nd March	Pag. 16 Present perfect simple and past simple Total English: Unit 5 Pag.65 Present perfect continuous
	6	Wed 3 rd March	Introduction to Specific English ‘Public Administration’. Unit 1 Public Administration Pag 12 Section I A brief history of PA Pag. 12-13 Readings 1.1, 1.2 - Pag 14-15 exercises
Week 2	8	Mon 8 th March	Total English: Unit 2 Pag. 30 past simple and past continuous Pag. 27 The Passive
	10	Tues 9 th March	Total English: Unit 3 Pag. 37 Future forms pag.43 Future possibility Pag 12 Section I A brief history of PA Pag. 16-20 Tasks 4, 5, 6, 7, 10 Pag. 22 Task 12
	12	Wed 10 th March	Pag. 23-24 Section II: Role of PA today Readings 1.3, 1.4 - Pag. 24-31 exercises Pag. 32 Section III: Government and PA in the UK Readings 1.5,1.5.1 Pag. 34-37 exercises Pag. 42-45 exercises

Week 3	14	Mon 15 th March	<p>Total English: Unit 4 Pag. 54 Modals of obligations and prohibition</p> <p>Total English: Unit 7 Pag. 99 Modals of ability Pag. 93 Reading: Mistakes that work</p>
	16	Tues 16 th March	<p>Total English: Unit 4 Pag. 57 First conditional (when/if/unless)</p> <p>Total English: Unit 8 Pag. 107 Second Conditional Pag. 113 Third Conditional</p>
	18	Wed 17 th March	<p>UNIT 2 The Civil Service Pag. 48 Section I: The Civil Service Today Reading 2.1 Pag. 49-51 exercises</p> <p>Pag. 52 Section II: A Brief History Reading 2.2 Pag. 53-54 exercises Pag. 55 Reading 2.3 Pag. 56-60 exercises</p>

Week 4	20	Mon 22th March	Total English: Unit 8 - Pag. 113 Third Conditional Pag. 106 Reading: The Forbidden Apple Total English: Unit 6 - Pag. 79 past perfect simple
	22	Tues 23th March	Pag. 61 Section III: Further Developments: 1900s-1930s Reading 2.4 - Pag. 62-63 exercises Pag. 63 Reading 2.5 - Pag. 64-66 exercises
	24	Wed 24th March	Pag. 77 Section V: Restructuring of the CS :1970s Reading 2.8 - Pag. 78-79 exercises Alternative reading: Pag. 80 Reading 2.9 - Pag. 81-83 exercises Pag.84 Reading 2.10 - Pag. 85-91 exercises
Week 5	26	Mon 29th April	Unit 3 Social Policy in the UK Pag. 94 Section I: A Brief History Reading 3.1 - Pag. 95-97 exercises Pag. 97-98 Reading 3.2 - Pag. 98-102 exercises Alternative Reading:
	28	Tues 30th April	Pag. 103 Reading 3.3 - Pag. 103-110 exercises Pag. 111 Reading 3.4 - Pag. 112-116 exercises Pag. 123-128 exercises - Pag. 122 Reading 3.6 Alternative Reading:
	30	Web 31st April	Revision
Week 6	32	Web 7th April	Revision
	34	Mon 12th April	Mock
	36	Tues 13th April	Mock correction and revision