

SAN JOAQUIN DE FLORES INSTITUTE

COURSE	Business Spanish
CREDITS	3
CLASS HOURS	2 weekly 2-hour sessions
CLASS SCHEDULE	
PERIOD	
COURSE START AND END DATE	
PROFESSOR (include email address)	
OFFICE HOURS	

DESCRIPTION:

This is a theoretical-practical course designed to provide students with the necessary linguistic tools for the correct use of the Spanish language inside a business environment. Additionally, the course will provide a general vision of the economic reality in Latin America through group discussions, articles, presentations and contributions from students, as well as the material used by the professor.

OBJECTIVES:

GENERAL:

1. Improve the knowledge and use of the Spanish language in a business environment.
2. Handle the use of business related information and terminology

SPECIFIC:

1. Participate in conversations about commerce and business using the Spanish language in a proper way.
2. Develop vocabulary compilation strategies related to the specific field.
3. Communicate orally with a level of fluency according to the level of Spanish acquired.
4. Create reports on the economic reality of Latin America and Costa Rica.
5. Find relevant information about the economy of a specific Latin American country.

CONTENTS:

I- Contextualization:

- 1- General facts about Costa Rica and Latin America in a commercial and business environment
- 2- Culture clash. Similarities and differences in the way to do business in Latin America and the United States
- 3- Taxes and GDP in Costa Rica and the United States
- 4- Commercial diversification in Latin America during the past twenty years
- 5- Historical aspects that had an impact in the economic processes of Latin America and the United States

II- Current business environment in Latin America

- 1- The Caribbean Basin Initiative.
- 2- Free trade agreements with the United States.
 - a) The position of those in favor of the agreement.
 - b) The position of those against the agreement.
 - c) Possible future scenarios.

EVALUATION:

Quiz I Students must show written proficiency on the business vocabulary used in specific situations and the grammar studied in sessions 1 to 5	5%
Quiz II Students must show written proficiency on the business vocabulary used in specific situations and the grammar studied in sessions 7 to 15	5%
Quiz III Students must show written proficiency on the business vocabulary used in specific situations and the grammar studied in sessions 17 to 20	5%
Composition I Students will create a written report with their personal comments on the economic reality of a Latin American country	10%
Composition II Students will create a written report that includes a business projection for a Latin American country	10%
Oral Presentation Students must deliver an oral presentation about a subject related to the business course and the national reality of a specific country. It must include at least two quotes and a newspaper article related to the subject	20%
Final Exam Students will write about a specific subject related to the course. The correct use of learned vocabulary and grammar studied along the course will be evaluated.	25%
News Articles Album Students must compile material they consider relevant and present it at the end of the course.	10%
Participation	10%

METHODOLOGY AND CHRONOGRAM OF EVALUATIONS:

QUIZ I	
COMPOSITION I	
QUIZ II	
QUIZ III	
COMPOSITION II	
ORAL PRESENTATION	
FINAL EXAM	

BIBLIOGRAPHY:

Jarvis Lebrado. Spanish for Business and Finance. Houghton Mifflin Company. New York. 2000.
 Guiomar Borrás. Spanish for Business Worktext. Heinle & Heinle. Boston MA. 2000

CHRONOGRAM OF ACTIVITIES:

SESSION NUMBER	DATE	SUBJECT	CONTENT	ACTIVITY
1			Program presentation	Ice breaker
2		Brief conversations	Greetings and farewells, gender	Getting to know each other
3 4		Business trips	Regular present	Planning a business trip
5 6		At the hotel	"Ser" vs. "estar" QUIZ I	Dialogue: Which hotel should we reserve?
7 8		Foods	Irregular present	Hiring personnel for a restaurant
9 10		Importing purchases	Irregular present, reflexive verbs COMPOSITION I	Discussion about imports in the US
11 12		Selling to export	Regular past, present progressive	I can be your interpreter
13 14		The media	Irregular preterite, verbal periphrasis	Newspaper article
15 16		Transporting passengers	Demonstrative adjectives, object pronouns QUIZ II	Create an add

17 18		Transporting goods	Preterit vs. imperfect	My life graph
19 20		Hiring personnel	Direct object pronouns, participles QUIZ III	The best employee
21			EASTER WEEK No classes	
22			EASTER WEEK No classes	
23 24		Company accounting	Passive voice, compound tenses COMPOSITION II	Food recipe
25 26		Income tax	Prepositional verbs, simple future	Future projections for tax collecting
27 28		At the advertising agency	Conditional ORAL PRESENTATION	Debate: business and the media
29 30		Opening accounts	Mandates	Discussion and comments about subject related newspaper articles
31		Requesting loans	Present tense of the subjunctive mood	The best option in the market
32			HOLIDAY Labor Day	
33			FINAL EXAM	
34			FINAL GRADES	
		Buying a house	Subordinate, adjectival and adverbial clauses	The crisis in the US housing market
		Renting a commercial establishment	Imperfect in the subjunctive mood	Let's build our own business
		Selling and buying insurance	"If" clauses	Discussion about the insurance system

NOTE: it is important to take into account that these dates are tentative, because the advance of the class will depend completely on the interest, comprehension, use and command of grammatical contents of the students.