ESPAÑOL

REGULAR 8



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| **COURSE DESCRIPTION**This 12-week face-to-face course is designed for students who have completed Spanish Regular 7 or external candidates who took the placement test and where eligible for Regular 8. This Spanish course places emphasis on the development of the necessary skills to effectively communicate in Spanish in formal and informal situations in the professional context. |
| **LEARNING OBJECTIVES**At the end of this course you will be able to:* Hablar de reuniones de trabajo y de negociaciones.
* Organizar una sesión de negociación, preparar tácticas y argumentos para lograr una meta.
* Participar en una reunión de manera activa, defender la propia posición y buscar acuerdo.
* Intercambiar información sobre traslados laborales internacionales y las condiciones de éxito.
* Investigar qué debe hacer una persona trasladada a nuestra ciudad.
* Discutir sobre un caso práctico de traslado.
* Comprender el proceso de creación de una empresa.
* Discutir sobre los productos, servicios y establecimientos necesarios en un entorno particular.
* Elaborar un plan de empresa y exponerlo oralmente.
* Hablar del carácter emprendedor.
 | **PRACTICAL INFORMATION** Teacher: Verónica GálvezE-mail: vgalvez6@gmail.comRoom: 7Term: 24/04-12/07Schedule: Tue-Thu, 12pm-1.30pm Format: 3h face-to-face weekly + online evaluative tasks Official holidays: 28/05, 15/06 and 4/07Floating holidays: 30/04 |
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| **TEACHING MATERIALS*** *Expertos*, Units 2, 3 y 5

*Libro del alumno* y *Cuaderno de ejercicios +* 2 CDResultado de imagen para expertos libro difusionResultado de imagen para expertos libro difusion cuaderno de ejercicios* Other class materials.
 | **LMS/VIRTUAL COMPONENTS*** Schoology: Assessment
* Weebly: [www.veronicagr.weebly.com](http://www.veronicagr.weebly.com)
* Otros: material entregado por la profesora en caso necesario

**SCHOOLOGY GUIDE (**[Video tutorial on how to sign up](https://vimeo.com/unlanguage/review/117491612/a9b1a5226c)**)**Resultado de imagen para SCHOOLOGY GUIDE |

**COURSE REQUIREMENTS**You are expected: * to attend regularly class sessions (at least 75%) and actively participate during the class.
* to complete and return your homework respecting the deadlines
* to check the course updates by e-mail or via Weebly regularly and bring the class materials.
* to complete the 3 evaluative tasks in the dates scheduled with a minimum final grade of 65%.
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**ASSESSMENT AND CONTENT DISTRIBUTION**

The assessment during this course is continuous and will be done throughout all the weeks of the term. This course therefore has no final exams but the final ORAL and WRITTEN grades in Inspira will be based on:

* Class attendance and active participation will determine 9% of the final grade in your ORAL.
* The punctuality in returning your homework to your teacher and its quality will determine
9% of the final grade in your WRITTEN
* Evaluative tasks and and activities **will** **determine** **91% of your final grade in both your WRITTEN and ORAL results.**

Assessment is a combination of formative and summative evaluation activities. See table below about Evaluative Tasks:

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| **Bloque I/ Parte I****Weeks 1-4** | **Bloque II/ Parte II****Weeks 5-8** | **Bloque III/ Parte III****Weeks 9-12** |
| **Tarea 1 (26% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa**.Participar en la mesa de negociaciones de una empresa: familiarizarse con la propuesta inicial y presentar una contrapropuesta por escrito. | **Tarea 2 (30% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa**Entender las condiciones de traslado de una persona y redactar un correo electrónico con algunos consejos. | **Tarea 3 (35% sobre el resultado final) Se contempla la regularidad en deberes y participación oral activa****Parte escrita:** Entender un texto sobre una organización y resumirlo. Entender las FAQ de la página Web de dicha organización. Entender una entrevista y responder a algunas preguntas de comprensión.**Parte oral:** leer el currículum de dos jóvenes emprendedores que solicitan apoyo de una organización y presentar la elección personal de forma argumentada. |

**IMPORTANT INFORMATION**

**Last day to drop a regular course is 30 April 2018.**

**All tasks (T1, T2 and T3) must be completed to pass the course at the end of the term.** Missing one task might imply a final result of less than 65% (fail)

* Assessment is an integral and mandatory part of the regular courses of the Language and Communications Programme.
* In case of conflict between your calendar and the scheduled time for a task, please contact both your teacher and the Spanish Head Teacher
* Any technical issue in case of any online task must be reported via e-mail to your teacher within the scheduled time frame. Please allow your teacher one business day for an answer.
* Students will receive some “feedback” (a grade) on their progress and performance right after tasks T1, T2 and T3 are evaluated. The passing score is 65 points out of 100. Grades are as follows: **A** (Outstanding or Excellent)= 95 points **B** (Very good)= 80 points **C** (Pass)= 65 points **C-/D** (Fail)= 60 points
* Final results in Inspira are due three working days after the end of the course.
* Participants who pass a level but choose to repeat it may do so only in the immediately subsequent term.
* Kindly ask your teacher in case you have any doubt regarding the evaluation system.

**For further administrative information please see the Information circular ST/IC/2017/40, “Language and Communications Programme at Headquarters, 2018”.**