

ERASMUS+

Spanish for Business 1 to 4 Weeks

Course Ref: **EPS 2**

Entry Levels

CEF B1

Daily Teaching Sessions

General Spanish

08.30 – 12.30: 4 x 50 minutes
(3 hours 20 minutes)
Monday to Friday

Business Spanish

12.40 – 14.30: 2 x 50 minutes
(1 hour 40 minutes)
Monday to Friday

Total course contact hours:
25 hours (30 lessons) per week

Maximum class size 10 in General
classes and 4 in Business Spanish

Course Provider:

Malaca Instituto

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in association with:

**Shadows Professional
Development Ltd**

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This course is suitable for teachers who are non-native speakers of Spanish and

- intend to teach business and economics subject(s) through the medium of Spanish **or**
- want to develop their language skills to enable them to teach Business Spanish **or**
- need to develop their language skills in order to communicate within international projects in a business context.

Objectives

The intention is to equip those working with Spanish with Business language and communication skills valid for use in educational, social and vocational contexts.

This course is a combination of General Spanish and Business Spanish, It involves small group teaching, allowing concentrated, thorough study of Spanish, and develops all aspects of the language - listening, speaking, reading and writing. In addition it deals with typical business situations in Spanish and develops the participants Spanish language skills for these areas.

Overall the course will help increase the participants' abilities to teach and communicate in Business Spanish efficiently and successfully.

Preparation

Pre-course:

- Level Test
- Linguistic questionnaire/needs analysis
- Read business magazines and newspapers in Spanish and watch the news/business programmes on Spanish TV to familiarise yourself with business vocabulary and Spanish current/business affairs.

Practical Arrangements

Services provided during the course

- Course Tutor
- Malaca Instituto course books and supplementary materials
- Free access to school study centre/library
- Free wifi throughout the campus
- Participants' Evaluation Feedback
- Pastoral Care, 24 hr Emergency Number
- On-site accommodation or host families
- Restaurant, bar, swimming pool, dance studio, sun terraces – on-site
- Free of charge activities: 1 full-day excursion (2 week courses or longer), 2 flamenco and 1 salsa class per week, 1 film session and 1 cultural talk per week, welcome aperitif
- A full optional programme of other cultural/social activities – prices vary

Follow-up provided

End/post course

- Malaca Instituto test and certificate with reference to the CEFRL
- A Certificate of Attendance
- Europass Mobility

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Business Spanish

Course Areas

General Spanish

4 skills

The 4 skills of reading, writing, speaking and listening are all developed systematically through activities, games, role plays etc. Sometimes the approach is more traditional and direct, and sometimes it is more intuitive.

Grammar

We believe that a firm grasp of language structures and grammar is essential and that it also helps as a "signpost" to the student of their progress through their learning of the language.

Vocabulary

Our syllabus details the vocabulary items and areas which we teach at each level, integrated with the development of the 4 skills and grammatical knowledge.

Culture

Our general teaching materials draw on aspects of Spanish life and culture from the very beginning. You will learn about Spain and the Spanish way of life as you progress in your knowledge of Spanish.

Business Spanish

Format: maximum 4 participants

Methodology: role plays and simulations from the world of business

Content: you learn and develop vocabulary and communication skills in Spanish in typical situations such as:

- Introductions and presentations
- Product presentations
- Note-taking
- Interrupting and giving opinions
- Social situations
- Buying and selling

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Course Content and Strategies

Interested students are tested in advance to ensure they meet the B1 entry requirement.

General Spanish:

All areas of the Spanish language are covered at each level. Most of the course books used in our teaching are published by Malaca instituto and created and up-dated by our teachers. There are a maximum of 10 students per class.

We have developed an eclectic teaching philosophy combining many aspects of the communicative approach with structured learning of grammar and syntax. Aspects of Spanish culture are introduced as appropriate.

Business Spanish:

In classes of up to 4 participants you develop your abilities to communicate orally and in writing in typical business situations. Simulations and role plays are used to develop business-oriented language skills.

Homework is set each day to practise and consolidate the day's work and to enable all the students to progress as effectively as possible.

The Class Tutor is responsible for each class and for monitoring each student's progress.

Sample Programme

Course Duration 1 to 4 Weeks - course contact hours: 25 hours PER WEEK

This is a sample schedule which may change according to the actual participants' needs.

Two-Week Course – 60 x 50 minute lessons: 50 hours.

WEEK 1	Day One	Day Two	Day Three	Day Four	Day Five
08.30 08.45 10.00 10.30	<ul style="list-style-type: none"> • Welcome • Testing and Evaluation • Tour of Malaca Instituto • Tour of Malaga 	08.30 to 12.30	General Spanish: Lessons will follow our syllabus for your level (min. B1) as elaborated in our textbooks. Structural themes are introduced and practised each day through a combination of traditional and communicative-approach activities. There will also be systematic development of vocabulary, pronunciation and communicative fluency.		
12.30- 14.30	Business Spanish: in groups of maximum 4 participants, you practise business vocabulary and language communication skills in typical business situations such as: Personal introductions, product presentations, participating in meetings, social situation, buying and selling etc.				
Homework is set every day to consolidate progress made and extra work can be done in the Study Centre					

Sat or Sun CULTURAL VISIT: One Full Day Excursion included in Two-Week Course (optional for 1-wk course)

WEEK 2	Day One	Day Two	Day Three	Day Four	Day Five
08.30- 12.30	General Spanish: Lessons will follow our syllabus for your level as elaborated in our textbooks. Structural themes are introduced and practiced each day through a combination of traditional and communicative-approach activities. There will also be systematic development of vocabulary, pronunciation and communicative fluency. A level test for those continuing or end of level exam for those finishing, is held in class on Friday.				
12.40- 14.30	Business Spanish: in groups of maximum 4 participants, you practise business vocabulary and language communication skills in typical business situations such as: Personal introductions, product presentations, participating in meetings, social situation, buying and selling etc.				

This course can be extended for **up to 4 weeks** - 120 class hours: 100 hrs.

Outcomes

Due to the intensity of this course and the experience of our key teachers, motivated learners can make substantial progress that at times surprises even the student!