

COURSES OF SPANISH FOR SPECIFIC PURPOSES

BUSINESS

TARGET AUDIENCE: Students or professionals wishing to improve their Spanish in the areas of Finance and Business

DURATION: 4 WEEKS

DATES: START DATE: 1 JUL, END DATE: 26 JUL

REGISTRATION DEADLINE: 15 days before programme start date

WEEKLY HOURS: 20

SCHEDULE: MORNING SESSIONS: Monday to Friday, from 9.15am to 2pm
AFTERNOON SESSIONS: cultural and visits to enterprises

LANGUAGE REQUIREMENTS: B1 As per the Common European Framework of Reference for Languages (CEFR)

COURSE MATERIAL: Material developed by the school

THE COURSE INCLUDES: Official Certificate + ECTS credits + Cultural activities + Course material

PLUS...
Health insurance, tutoring sessions, student assistance staff, access to university libraries and sports facilities, WI-FI, accommodation and transfer management



YOU WILL LEARN TO

- Acquire specific language skills in the areas of Finance and Business
- Develop the necessary communicative strategies for the area of Business
- Use and produce precise specific texts, both oral and written, mastering different registers
- Be able to engage in negotiations, identifying all the implicit social and cultural aspects at play: protocol, norms and social conventions, negotiation styles
- Get familiar with the financial and social reality of Spain in the European and Latin American contexts

CONTENTS

- Companies: structure, organisation chart and company types. Models of Spanish and Latin American companies
- Business and globalisation: commercialisation channels, transport, payments and documents
- Marketing and publicity: promoting sales, attracting and contacting customers
- Jobs and careers: job offer and job applications. The CV, job interviews, human resources
- Professional communications: protocol and the key for success in negotiation
- Cross-cultural aspects
- Specific documents
- Spanish and Latin American economies at present

CULTURAL ACTIVITIES AND COMPANY VISITS

Guided tour to the Old Town, its parks and museums, gastronomic tour, dance and music workshop.
Visits to Galician companies from different industries and areas: agriculture, fishing, textile, services.

+ INTERNSHIP PROGRAMME

(unpaid internships)
Minimum language background: B1
90 working hours + 10 mentoring hours

OPTIONAL

FEES

Pre-enrol	€200
FEE	€1,250

