

**JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA
PGDM/PGDM-SM/PGDM-M, BATCH 2019-21; TRIMESTER VI; AY 2020-21**

Course Code and title	LA 602; Spanish For Business Purpose
Credits	3
Term and Year	VI Term, 2020-21
Course Pre-requisite(s)	None
Course Requirement(s)	None
Course Schedule (day and time of class)	As per Time Table
Classroom # (Location)	Online or as notified by PMC
Course Instructor	Mohammad Jilani
Course Instructor Email	jilani.spanish@gmail.com
Course Instructor Phone (Office)	+91-9810521616
Student Consultation Hours	With Prior Appointment & As Notified by PMC
Office location	-

1. Course Overview

The course is designed to enable students to develop communication skills in Spanish and to acquire a broad understanding of the business-related term in the Spanish language. The students will also get to know about Spanish and Latin American Culture.

Spanish, or el **Castellano**, is one of the languages with the largest number of speakers in the world. The Spanish language from Spain has a rich heritage and a long history of evolution that over centuries has developed into the many variations of Spanish that exist today throughout the world. El castellano (Spanish) is the official national language of Spain. However, there are other co-official **languages spoken in Spain**'s many culturally diverse regions that form an important part of the Spanish cultural. Although Spanish is the **official language of Spain**, United Nations and European Community. Spanish is the mother tongue in 21 countries like Argentina, Bolivia, Chile, Cuba, Venezuela, Colombia, Mexico etc. Spanish is the second language of USA.

Spanish is the language not only for an exciting popular culture but one of the richest literary and artistic cultures in the world. Apart from flamenco, salsa or tango and pop Latino singers and film stars, you will be familiarized with name of writers such as Cervantes, Garcia Lorca, Pablo Neruda, Gabriel García Márquez, painters like Picasso, Goya, Dalí, Murió.

2. Course Learning Outcomes (CLOs)

At the end of the course, the students should be able to:

- i. Communicate in Spanish using present tense.
- ii. Read the text.
- iii. Can give the self-introduction.
- iv. Business Vocabulary and terms
- v. Know about the Spanish festivals, culture, Custom, food etc.

3. Textbook

Primary:

Aula Plus Internacional A1

Jaime Corpas / Eva García / Agustín Garmendia / Carmen Soriano

Goyal Publishers & Distributors (P) Ltd.

Suggested Secondary:

Chicos Chicas Libro del alumno nivel 1

María Ángeles Palomino

Edelsa, Grupo Didascalí A, S.A.

Español Sin Fronteras ESF 1

Jesús Sánchez Lobato, Concha Moreno García, Isabel Santos Gargallo

Goyal Publishers & Distributors (P) Ltd.

Nuevo Español 2000, Nivel Elemental

Jesús Sánchez Lobato, Nieves jarcia Fernández

SGEL.

4. Session Plan

Week	Topic	Pre-Session Reading	Pedagogy
1. Introduction to Language and basic questions and answers.	Spanish Language today and Speakers and Country where Spanish is spoken. Basic greetings and Salutations: how to say good morning, goodbye, how are you etc. The students will know how to give the introduction in Spanish and some basic questions and answers.	None	Lecture supplemented with class discussion
2. Alphabets, introduction to Ar, Ir and Er ending verbs regular and irregular verbs	Introduction to alphabets, consonants, and vowels. Pronunciation, listening, reading, conjugation of the verb in present tense	Handouts and textbook	Lecture and practice
3. Numbers, Days of week and months of the year and date. The use of verb Ser and Hay in business field	0 to 1000 and how to say telephone and mobile numbers. How to ask days, months, date of birth	Handouts and textbook	Lecture, Videos, and practice

4. Articles and Business Vocabulary, terms etc	Definite and indefinite, nouns – singular and plural, to know about business term	Handouts and textbook	Lecture and practice
5. Oral Expression and Time	Conversation in Spanish with clients and customers. How to ask and tell time and the time difference between India and Spain	Handouts	Lecture supplemented with class discussion and oral practice
6. Costar, Valer, Ser and one quiz. Writing business dialogue using the verbs.	How to ask price of the product, items etc. Ordering food at restaurant, doing business with Spanish customers	Handouts	Lecture and practice
7. Los posesivos, demostrativos, Gustar, Encantar	To express like, dislike of the things and products. Use of my, your, his, her, their, this, that, these, those etc.	Handouts	Lecture and Practice
8. Writing informal and formal letter	How to write informal and formal letter in Spanish using present tense. Basic business letter writing term.	Handouts	Lecture, Practice and feedback
9. Oral expression and Spanish culture and civilization	Oral practice in group. Spanish festivals Tomatina, Navidad, Bull run, Feria, Tortilla, Tapas, Paella, Sangria. Food habits of Spanish people and their daily life.	Handouts	Lecture, videos and discussion
10. Revision and Class test and exam	Previous topics		Test Paper

5. Assessment Tasks

Description, weightage, and mapping of assessment components.

Assessment Item	Description	Weightage	
Quiz	Two quizzes of MCQs	10%	
Assignment	On the given topic	20%	
Oral Expression	One to one oral exam	30%	
End-term	This will consist of all the topic covered during the course.	40%	

Assessment Task 1: (Quiz)

- 1) Assessment Details: MCQ on Moodle.
- 2) Suggested time to devote to this task: 10 – 20 minutes.
- 3) Submission details: Online conduct on Moodle.

Assessment Task 2: Assignment

- 1) Assessment Detail: Assignment will be given on the topic in the class.
- 2) The students must write on the given topic in 80-100 words in Spanish.
- 3) Submission Detail: Soft Copy (wherever applicable).
- 4) Feedback: Script can be returned; feedback will be given immediately after assessment.

Assessment Task 3: Oral Expression

- 1) Assessment Detail: Each student is required to give oral exam separately.
- 2) Method: The student will be judged based on vocabularies, grammar, understanding of question, pronunciation and reading the Spanish text.
- 3) Suggested time to devote to this task: 5 to 10 minutes each student.

Assessment Task 4: End-term Examination

- 1) Assessment Details: Questions based on the course content will be posed to the students to give adequate responses.
- 2) The question will be based on Comprehension, grammar, writing skill etc.
- 3) Task Assessor: Internal faculty and External Examiner question paper setter (as per the existing policy)
- 4) Suggested time to devote to this task: End of term (2 hours)
- 5) Submission details: Hall Examination

6. Time budgeting in course planning:

Please note that while assigning activities and planning teaching schedules following table may be of help. The weightage of items in the table is prescriptive and may vary according to course requirement. Yet it is indicative of how student time per course can be budgeted:

Activity	Description	Time Budgeted
Classes	3 hours per week for 10 weeks	30 hours
Reading	Prescribed readings and making notes	5 hours
Preparation of Assignments	Reading and writing	30 hours
Study & Revision for Test & End-term Exam.	Self-preparations	30 hours
TOTAL		95 hours

7. Instructions:

Students will be expected to maintain a daily log of their learning and make an action plan. The continuous evaluation tools would be implemented as per schedule and collected for evaluation.

Students are encouraged to visit videos available on you tube, use duolingo for practices, and readings available at websites like Instituto Cervantes, profesordeespanol.com, espanol con Juan on you tube etc.

Institute's Policy Statements

It is the responsibility of every student to be aware of the requirements for this course, and understand the specific details included in this document. It is emphasized that this course requires a significant commitment outside of formal class contact. The learning tasks in this course may include classes (lectures or seminars), required reading, the preparation of answers to set questions, exercises and problems, and self-study. In addition, students may be required to complete an assignment, test or examination.

LMS-Moodle:

LMS-Moodle is used to host course resources for all courses. Students can download Lecture, additional reading materials, and tutorial notes to support class participation.

Late Submission

Assessment tasks submitted after the due date, without prior approval/arrangement, will be not be accepted. Requests for extension of time must be made with the faculty member concerned and based on Special Consideration guidelines on basis of cumulative reduction of marks per day as stated by course instructor.

Plagiarism:

Plagiarism is looked at as the presentation of the expressed thought or work of another person as though it is one's own without properly acknowledging that person.

Cases of plagiarism will be dealt with according to Plagiarism Policy of the institute. It is advisable that students should read Student Handbook for detailed guidelines. It is also advisable that students must not allow other students to copy their work and must take care to safeguard against this happening. In cases of copying, normally all students involved will be penalized equally; an exception will be if the student can demonstrate the work is their own and they took reasonable care to safeguard against copying.
