

السداسي: السادس .
وحدة التعليم: الأفقية
المادة: لغة أجنبية متخصصة 2
الرصيد: 01
المعامل: 01
نمط التعليم: حضوري وعن بعد

أهداف التعليم

- Understand and analyse any document dealing with the fields of study.
- Develop critical thinking skills related to analysis and decision making.
- Develop written skills in business contexts
- Acquire a high level of knowledge of business concepts by using correct vocabulary and phrases for their specific tasks.
- Develop greater verbal fluency for face-to-face business situations.

المعارف المسبقة المطلوبة

Students must have successfully completed the lessons of S1, S2, and S3. They should have developed a strong understanding of the basic concepts related to their fields of expertise, namely, Economics, Trade, Accounting, Management, and Finance as well as improved their verbal communication skills.

L3 program consists of two semesters with 24 seminars, each seminar is 1h30 to prepare students for various professions in companies with a strong specialization in this field.

محتوى المادة:

- Financial ratios
- Asset management
- Banking services
- leveraged finance
- Business letters

المراجع:

- Simon Sweeney (2019). English for Business Communication. Cambridge University Press, Second Edition.
- Sara Helm (2010). Market Leader: Accounting and Finance. Pearson Longman.
- D. Baker and R. Clark (2011). Oxford English for Careers: Finance. Oxford University Press.
- D. Cotton, D. Falvey, and S. Kent (2011). Market Leader: Upper Intermediate. Pearson Longman, Third Edition.
- Ian Mackenzie (2010). English for Business Studies: A Course for Business Studies and Economic Studies. Cambridge University Press, 3rd Edition.
- John Marks (2007). Banking and Finance. A & C Black Publishers, Second Edition.
- Paul Burns (2016). Entrepreneurship and Small Business. Palgrave, Fourth Edition.
- Eddie McLaney (2009). Business Finance: Theory and Practice. Pearson Education Ltd, 8th Edition.
- Unknown (2005). Intelligent Business Course book: Intermediate Business English. Pearson Longman.
- Ian Mackenzie (2008). English for the Financial Sector. Cambridge University Press.
- Julie Pratten (2009). Absolute Financial English. Delta Publishing
- Business English pods
- J. Schofield and A. Osborn (2011). Collins English for Business: Speaking. Harper Collins Publishers.
- A. Littlejohn (2008). Professional English Company to Company: A Task-based Approach to business emails, letters, and faxes. Cambridge University Press, 4th Edition.
- Bill Mascull (2010). Business Vocabulary in Use: Advanced. Cambridge University Press, 2nd Edition.