

Business Spanish One COURSE CONTENT SUMMARY

The following is an approximate list of content covered during term 1 & 2 of the course.

This course is designed for those with little or no previous knowledge of the language.

If you know more than 65% of the content in the course, your level is too advanced and you should check the content of Spanish Beginners Two.

Topics:

- Introduction: basic vocabulary
- Datos personales: personal information, professions, places of work
- El mundo de la empresa: types of companies, business activities
- Director general: company structure, positions, departments
- De gestiones: vocabulary related to office settings, facilities and services
- Lugares para trabajar, lugares para vivir: hotels, apartments
- Agenda de trabajo: daily routine in business settings

Grammar points:

- alphabet
- numbers 1-1000
- present tense: regular and irregular verbs
- negation
- gender, masculine and feminine of nouns and adjectives
- forming questions and answers
- irregular verbs and reflexives verbs
- gender and articles (definite and indefinite)
- prepositions (of place, etc.)
- adjectives (positive and negative adjectives)
- possessives (my, yours, etc.)
- ordinal numbers
- common adverbs and prepositions
- use of ser and estar
- comparative and superlative

**Communicative skills:**

- Greetings, asking formal and informal questions
- Introducing and giving information about others
- Request information in business settings
- Express agreement and disagreement
- Talk about one's position and job title
- Request information about services

Culture:

- Corporate settings in the Spanish speaking world.
- Effective communication in business settings
- Linguistic differences in the Spanish speaking world
- Celebrations, traditions, customs, etc.

Book:

Socios 1. Curso de español orientado al trabajo. Nueva edición. Libro del alumno. Editorial Difusión. ISBN-13: 978-8484434153