

## 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: **5 JUL** END DATE: **30 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	€1,300

