



Universidad
de Navarra

Business English (ISSA)
Teaching guide 2023-24

OVERVIEW

Course description: In this course, students become familiar with Spanish to English and English to Spanish translation processes in order to correctly apply the appropriate language for written and spoken communication in the business world.

Year: Fourth

Semester: First

Number of credits: 3 ECTS

Requirements: Level C1 English (e.g. Cambridge English: Advanced, TOEFL iBT 85+, or equivalent)

Degrees: Applied Management. Visiting students.

Module in the Degree Program: Comunicación e idiomas modernos

Materia in the Degree Program: : Comunicación en las organizaciones

Type of course: Required subject

Teacher: [Cóilín Ó hAodha \(cohaodha@unav.es\)](mailto:cohaodha@unav.es)

Language of tuition: English

[Class schedule](#)

COMPETENCES

Citing the officially approved syllabus for this degree program, the competences covered by this subject are as follows:

BASIC COMPETENCES

- **CB2** Students must know how to apply their knowledge to their work or vocation in a professional manner and must possess the competences that are usually demonstrated by means of preparing and defending arguments and solving problems within their area of study.
- **CB4** Students must be able to convey information, ideas, problems and solutions to both specialized and non-specialized audiences.

GENERAL COMPETENCES

- **CG5** Students must work and become part of the field of business administration and management, on multidisciplinary teams and in multicultural contexts without losing their own independence.



SPECIFIC COMPETENCES

- **CE14** Students must effectively interact with others to achieve professional objectives in national and international business contexts.
- **CE16** Students must communicate in at least two languages besides their native language and reach an advanced level in one of them and an intermediate level in the other based on the criteria of the Common European Framework of Reference for Languages.

PROGRAM

1. Translation: goals, techniques, tools.
2. Translating emails or faxes. Layout.
3. Translating enquiries.
4. Translating replies. Quotations.
5. Translating press releases or business-related articles.
6. Translating orders.
7. Translating invoices.
8. Translating complaints/adjustments.
9. Translating / Interpreting messages/minutes.
10. Translating / Interpreting business-related videos.
11. Translating information on transportation and shipping.
12. Translating / Interpreting multimedia content.

LEARNING ACTIVITIES

	HOURS	ATTENDANCE
AF1 lectures and/or practical classes	42	100%
AF2 Individual or group assignments and individual study	33	0%

ASSESSMENT

ORDINARY CALL

In order to pass the course it is necessary to pass each of the language skills: listening comprehension, reading comprehension, written expression, grammar and vocabulary, and oral expression.



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In case of failing any of the competences, the final grade will be 4.0.

The weights of the different parts of the evaluation are shown in the following table:

	PONDERACIÓN
SE7 Listening comprehension	20%
SE8 Reading comprehension	20%
SE9 Written expression	20%
SE10 Grammar and vocabulary	20%
SE11 Oral expression	20%

EXTRAORDINARY CALL

The following situations may arise:

1. The student has failed the course in the ordinary exam.

In this case, the student retakes the competencies that he/she did not pass in the regular exam and keeps the grade of the competencies passed, if applicable.

2. The student has requested to attend the extraordinary exam with a grade of 5 or higher in the ordinary exam. In this case, the final grade of the subject will be the one corresponding to this call, being able to be higher, equal or lower (including the failed grade) than the grade of the ordinary call. In addition, if once the student has requested to attend the exam, he /she does not show up, it will be recorded as "Not Presented" and he/she will have to retake the course.

In this evaluation the student will have to retake all the language skills.

PLAGIARISM AND COPYING

In the event of plagiarism in the submission of assignments and other irregularities such as cheating during exams, it will be penalized in accordance with the regulations, and such infringement will be recorded in the academic record.

OFFICE HOURS

- Friday, 14:00-16:00. Dirección, Instituto de Idiomas / Institute of Modern Languages, Planta -1, Ed. Amigos; or by appointment: cohaodha@unav.es.



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BIBLIOGRAPHY AND RESOURCES

- Eco, Umberto. Mouse or Rat? Translation as Negotiation. Phoenix, 2003. [Find it in the Library](#)
- Mossop, Brian: Revising and Editing for Translators (4th edition), Routledge (2020) [Find it in the library](#).
- Torresi, Ira: Translating Promotional and Advertising Texts (2nd edition), Routledge (2021) [Find it in the library](#).
- ASHLEY, A. Oxford Handbook of Commercial Correspondence. Oxford University Press, 2006. [Find it in the Library](#)
- ASHLEY, A. Oxford Correspondence Workbook. Oxford University Press, New Edition, 2006. [Find it in the Library \(2003\)](#)
- DWYER, J. The Business Communication Handbook. 11th ed. Cengage, 2020. [Find it in the Library](#)

BUSINESS ENGLISH DICTIONARIES:

1. Cambridge Business English Dictionary. Cambridge University Press, 2011.
2. Oxford Dictionary of Business and Management. Oxford University Press, 2006.
3. Longman Dictionary of Business English

BILINGUAL BUSINESS DICTIONARIES:

1. Business Spanish Dictionary: Spanish-English, English-Spanish = Español-inglés, inglés-español
2. Diccionario empresarial : español-inglés, inglés-español : con definición del término