



Course: Oral Spanish for Business Professionals
Contact Hours: 24
Pre-requisites: Fundamentals of Spanish for Beginners or Advanced Level Spanish done within the last 5 years

Abstract

This programme aims at equipping the participant with the competence to express himself/herself orally in a range of interacting scenarios in the soliciting and transacting of business with a Spanish-speaking colleague.

Course Outline

1) *Personal and Professional Profile*

- Introducing oneself in a professional setting
- Utilizing appropriate forms of address, focusing on Formal address - "usted".
- Professional titles, CEO etc.

2) *Providing the Profile of a Company*

- Describing a company/organization – size, workforce, subsidiaries, location and production capability etc.
- Identifying goods and services provided

3) *Presenting an Economic Profile of one's Country*

- Providing information about geographic factors, workforce, education/skill levels, brief economic history etc.
- Identifying sectors of the economy
- Giving relevant details such as pertinent rules and regulations of the government, import/export trends etc.

4) *Conducting Telephone Conversations*

- Understanding cultural norms relating to telephone usage in different Latin American countries
- Receiving and making local and long-distance calls
- Communicating with the long distance operator

5) *Conducting a Business Transaction*

- Requesting information and asking and answering questions etc.
- Expressing details regarding monetary transactions, payment details and currencies etc.
- Making purchases, placing orders, discussing shipping details, warranties, duties etc.

6) *Making a Presentation*

- Requesting equipment and facilities used in a presentation
- Describing a product or a service in detail
- Providing contact information

7) *Attending a Business Meeting*

- Presenting a proposal
- Summarizing information and making recommendations
- Formulating a plan of action within a time frame

8) *Attending an Interview*

- Describing one's education history
- Describing and requesting training opportunities
- Discussing responsibilities and remuneration