

**UNIVERSIDAD DE SANTIAGO DE CHILE  
FACULTAD DE ADMINISTRACION Y ECONOMIA  
DEPARTAMENTO DE CONTABILIDAD Y AUDITORIA**

# **PROGRAMA DE ESTUDIO**

## **INGLÉS TÉCNICO I**

- I. IDENTIFICACION DE LA ASIGNATURA**
- II. DESCRIPCION DE LA ASIGNATURA**
- III. OBJETIVOS GENERALES**
- IV. CONTENIDOS**
- V. METODOLOGIA**
- VI. EVALUACION**
- VII. BIBLIOGRAFIA**

**PRIMER SEMESTRE 2009**

## **I. IDENTIFICACION ASIGNATURA**

**1.1. Curso : Inglés Técnico I**

**1.2. Pre-requisitos :**

**1.3. N° de horas : 4**

## **II. DESCRIPCIÓN DE LA ASIGNATURA**

El curso de nivel I, provee los medios para practicar las cuatro habilidades básicas del idioma, vale decir, escuchar, hablar, leer, y escribir. Con un fuerte énfasis en las interacciones comunicativas entre los participantes. Además entre los rasgos destacados se pueden mencionar el enfoque que provee acceso a conceptos clave del área comercial, todo lo anterior se sostiene en un currículo de desarrollo cuidadoso de los aspectos comunicativos del Inglés.

## **III. OBJETIVOS GENERALES**

Al finalizar el curso los participantes demostrarán un dominio de competencias a nivel pre intermedio, lo que les dejará en condiciones de comunicarse tanto en forma oral como escrita en un nivel de dominio pre-intermedio.

## **IV. CONTENIDOS**

### **Unit 1. You and your background**

**To introduce yourself**

**Saying who you are**

**Saying where you are from**

**The simple present**

**Have and have got**

**Family members**

**Marital status**

**Profiles in a company**

**Your colleagues**

### **Unit 2. Company structure**

**To discuss the organization of your company**

**Bringing in your own company organization chart**

**Explaining company structure**

**Articles a/an and the**

**Nationalities**

**Job title**

**Names of industries**

**An organisation chart**

### **Unit 3. Company history**

**To talk about the history of your company**

**Talking about a company milestones**

**The simple past (active and passive)**

**Prepositions of time**

**Some phrasal verbs**

**Company milestones**

### **Unit 4. Current projects**

**To learn a language**

**Talking about your current work and projects**

**The present continuous tense contrasted with simple present**

## **A project update**

### **Unit 5. Meeting a visitor**

**To meet and greet your colleagues and visitors**

**Preparing meeting arrangements**

**Behaving in formal and informal situations**

**Possessive adjectives and pronouns**

**Object pronouns**

**Whose?**

**Some greetings and introductions**

### **Unit 6. Introducing your home town**

**To talk about your home /town/ area/city**

**Demonstrative adjectives**

**There is/was/used to be**

**A city profile**

**Your home town**

### **Unit 7. Chance meetings**

**To talk about any interesting, surprise “chance meetings” you have had**

**Remembering faces/people**

**The present perfect tense**

**How and what in exclamations**

**Imperatives in countries**

**A follow –up letter**

**Chance meetings**

### **Unit 8. Shopping**

**To talk about shopping preferences**

**Reading brochures, catalogues and receipts**

**Indirect questions**

**Too and enough**

**Payment**

**Tax free shopping**

**Buying clothes**

### **Unit 9. Health problems**

**To talk and comment about health problems**

**Postponing or cancelling an arrangement**

**Some and any**

**Should and ought to**

**Irregular plurals**

**Parts of the body**

**Common health problems**

**Cancelling an appointment**

**Saying what is wrong**

### **Unit 10. Location and layout**

**To give directions**

**Imperatives**

**Prepositions of place and direction**

**Some office vocabulary**

**Points of the compass**

**Directions**

**Describing office facilities**

### **Unit 11. The people you work with**

**To discuss who does what in your organisation**

**Interpreting organisation charts**

**Who?**

**Brief job profiles**

**Talking about colleagues**

**Areas of responsibility**  
**Have to and don't have to**  
**Someone, somebody and anyone**

**Unit 12. A tour of the premises**  
**To describe what you show visitors to your place of work**  
**Imperatives for warnings**  
**Do you mind if...?**  
**Would you like me to...?**  
**Welcoming speech**  
**Introducing the company**  
**Giving a tour of the premises**

**Unit 13. Graphs and charts**  
**To describe the graphs, charts, tables, etc.**  
**Some expressions of time**  
**Adverbs**  
**Fractions and percentages**  
**Production figures**  
**Talking about staffing levels**  
**Comparing facts and figures**

**Unit 14. Profit and loss**  
**To talk in general terms about the profitability of a company**  
**The simple past contrasted with the present perfect**  
**Much, many and a lot of**  
**Everyday financial English**  
**An extract from a financial statement**  
**Talking about financial performance**

**Unit 15. Invoicing and payment**  
**To talk about payment cultures**  
**Will for sudden decisions, predictions and promises**  
**Simple mathematical terms**  
**Telephone calls**  
**A standard invoice**  
**Payment terms**  
**An unpaid invoice**

**Unit 16. Setting up a visit**  
**To discuss the arrangements you need to make when organising a visit**  
**Question words**  
**The present continuous tense for the future**  
**Going to**  
**Would**  
**Time zones**  
**Planning an itinerary**  
**Amending/finalising an itinerary**

**Unit 17. Means of travel**  
**To talk about where you travel, how you travel**  
**Describing your regular journeys**  
**Adverbs of frequency**  
**Because and in order to**  
**Some travel vocabulary**  
**Travel instructions for visitors**  
**Giving directions**  
**Means of travel**

**Unit 18. Travel problems**  
**To talk about any recent problems that you have had**  
**So/such**

No/none  
Some weather vocabulary  
Temperatures  
A lost baggage questionnaire  
Travel problems

## V. METODOLOGIA

El enfoque será teórico-práctico, con un fuerte énfasis en las interacciones profesor alumnos, y alumno-alumno.

El enfoque de clases estará basado en el desarrollo de las competencias comunicativas de los participantes.

Para el logro de la meta propuesta se utilizará un material de última generación en el ámbito del comercio internacional.

Este material es apoyado por un CD de audio con grabaciones producidas por hablantes nativos del inglés como por gente de diversas nacionalidades que utilizan el inglés como el idioma internacional de los negocios.

Se recomiendan los siguientes sitios Web:

[www.grammar&writing.com](http://www.grammar&writing.com).

[www.hansen.nelson.com](http://www.hansen.nelson.com)

[www.ucalgary.ca/com](http://www.ucalgary.ca/com)

[www.english-zone.com](http://www.english-zone.com)

[www.letslearnenglish.co.uk](http://www.letslearnenglish.co.uk)

## VI. EVALUACION

6.1. Diagnóstica: al inicio del curso

6.2. Formativa : durante el desarrollo del curso

6.3. Sumativa : 4 PEP a fijar durante el semestre (100%) (dos orales y dos escritas)

## VII. BIBLIOGRAFIA

Murphy, R.	Essential grammar in use	Cambridge
Eastwood, J.	Oxford practice grammar	Oxford
Robbins, Sue	First Insights into business	Longman
Sneyd, Michael	Accounting	Prentice Hall
Barnard, Roger	Business Venture	Oxford
Badger I, Menzies P.	Business Life	Marshall Cavendish