

## COURSE DESCRIPTION

### COURSE DETAILS

Title (of the course): **ENGLISH FOR INTERNATIONAL NEGOTIATION**

Code: 103121

Degree/Master:

**MÁSTER UNIVERSITARIO EN COMERCIO EXTERIOR E**

Year: 1

**INTERNACIONALIZACIÓN DE EMPRESAS**

ECTS Credits: 4.0

Classroom hours: 30

Face-to-face classroom percentage: 30.0%

Study hours: 70

Online platform: Moodle

### LECTURER INFORMATION

Name: JIMÉNEZ NAVARRO, EVA LUCIA (Coordinator)

Department: FILOLOGÍAS INGLESA Y ALEMANA

Area: FILOLOGÍA INGLESA

Office location: Second floor, next to room 15

E-Mail: [lucia.jimenez@uco.es](mailto:lucia.jimenez@uco.es)

Phone: 957212170

URL web: <http://www.uco.es/dptos/depfia/en/our-staff/academic-staff-english/175-eva-lucia-jimenez-navarro>

### PREREQUISITES AND RECOMMENDATIONS

#### Prerequisites established in the study plan

None.

#### Recommendations

A B2 English level is strongly recommended.

### INTENDED LEARNING OUTCOMES

- |      |   |
|------|---|
| CB6  | To acquire knowledge that can act as the basis for the original development and/ or application of ideas mainly in research contexts.   |
| CB7  | To ensure that students know how to apply the knowledge gained and are able to problem solve in unfamiliar situations in a variety of multidisciplinary contexts within their field of study.   |
| CE1  | To gain a full understanding of international commerce; analysing advantages and competitive forces   |
| CE3  | To understand the opportunities and risks of carrying out international transactions. .   |
| CE5  | To take decisions taking into account numerous problems regarding the marketing and carrying out of the activity  |
| CE8  | To reach an intermediate to high level of oral and written communication in the foreign language.   |
| CGE2 | To encourage students in the following skills and abilities: analysis and synthesis, organization and planning, oral and written communication, problem solving, decision making, teamwork, critical thinking, autonomous learning, creativity, ability to apply theoretical knowledge in the practice, use of the Internet as a means of communication and as a source of information. |
| CGE5 | To know how to communicate with colleagues, the academic community and society as a whole, and with business professionals.   |
| CGE6 | To acquire intercultural orientation in its distinct levels (linguistic, economic and social), such that they may assimilate the opportunities and challenges which are presented by the markets, varying cultures, and legal frameworks.   |



[www.uco.es](http://www.uco.es)  
[facebook.com/universidadcordoba](https://facebook.com/universidadcordoba)  
[@univcordoba](https://twitter.com/univcordoba)

INFORMATION REGARDING  
 UNIVERSITY OF CORDOBA DEGREES

[uco.es/idep/masteres](http://uco.es/idep/masteres)

## COURSE DESCRIPTION

### OBJECTIVES

- Providing students with the skills to prepare appropriate oral presentations and to cope with the different stages in an oral presentation (introduction, main part, conclusion, question phase).
- Providing students with the linguistic tools to describe visuals and numbers used in an oral presentation.
- Providing students with the skills to use their body language and voice accurately when making an oral presentation.
- Providing students with the skills to negotiate and to cope with the different stages in negotiations (clarification of goals, proposal, agreement).
- Providing students with the linguistic tools to discuss offers, set an agenda, convene a meeting, exercise leadership and break the deadlock in negotiations.
- Providing students with the skills to use their body language and voice accurately when negotiating.

### CONTENT

#### 1. Theory contents

##### SECTION I - ENGLISH FOR PRESENTATIONS

- Unit 1 - Let's get started (introduction of a presentation)
- Unit 2 - Today's topic is... (main part of a presentation)
- Unit 3 - My next slide shows... (visuals)
- Unit 4 - As you can see from this graph... (visuals: graphs and charts)
- Unit 5 - To sum up... (conclusions of a presentation)
- Unit 6 - Any questions? (question turn in a presentation)

##### SECTION II - ENGLISH FOR NEGOTIATING

- Unit 1 - Preparation
- Unit 2 - Setting objectives
- Unit 3 - The meeting
- Unit 4 - Proposals
- Unit 5 - A new offer
- Unit 6 - Dealing with deadlock
- Unit 7 - Agreement

#### 2. Practical contents

Each unit will contain a set of practical exercises where students will be required to actively participate.

### SUSTAINABLE DEVELOPMENT GOALS RELATED TO THE CONTENT

- Quality education
- Decent work and economic growth

## COURSE DESCRIPTION

### METHODOLOGY

#### Clarifications

Part-time students will be required to ask the lecturer for information on how to successfully pass the course.

#### Face-to-face activities

Activity	Total
<i>Lectures</i>	20
<i>Listening Activities</i>	5
<i>Speaking Activities</i>	5
<b><i>Total hours</i></b>	<b><i>30</i></b>

#### Off-site activities

Activity	Total
<i>Activities</i>	10
<i>Information search</i>	25
<i>Self-study</i>	35
<b><i>Total hours</i></b>	<b><i>70</i></b>

### WORK MATERIALS FOR STUDENTS

Coursebook  
Oral presentations  
References

#### Clarifications

Students will be provided with all the necessary materials via Moodle. The textbooks used will be 'English for Presentations' and 'English for Negotiating' (OUP).

### EVALUATION

Tools	Percentage
<b>Attendance sheets</b>	10%
<b>Final exam</b>	50%
<b>Oral presentations</b>	40%

## COURSE DESCRIPTION

### Period of validity for partial qualifications:

The academic year 2023/2024

### Clarifications:

Students must pass all the evaluation tools to pass the course:

- "Attendance sheets" refer to the presence of students along with their participation during classroom time.
- "Oral presentations" will take place individually at the end of the semester; students are expected to put into practice all the skills learnt throughout the course.
- "Final exam" is the final exam that students must sit at the end of the course.

A student who is found to have committed an act of plagiarism will fail the course.

### Clarifications:

## BIBLIOGRAPHY

### 1. Basic Bibliography

- Grussendorf, M. (2011). *English for presentations*. Oxford University Press.
- Lafond, C., Vine, S., & Welch, B. (2014). *English for negotiating*. Oxford University Press.

### 2. Further reading

- Godefroy, C. H., & Robert, L. (2017). *The Outstanding Negotiator: How to develop your arguing power*. [Independently published.]
- Katz, B. S. (1989). *Turning practical communication into business power*. Mercury Business Books.
- Kennedy, G. (1998). *The new negotiating edge: The behavioural approach for results and relationships*. Nicholas Brealey International.
- Laws, A. (2011). *Negotiations*. Orient Black Swan.
- Lewicki, R. J., & Hiam, A. (1998). *The fast forward MBA in negotiating and deal making*. Wiley.
- Mattock, J. & Ehrenberg, J. (1997). *How to be a better negotiator*. Kogan Page.
- McCarthy, P., & Hatcher, C. (2002). *Speaking persuasively: The essential guide to giving dynamic presentations and speeches*. Second edition. Allen & Unwin.
- Powell, M. (1996). *Presenting in English: How to give successful presentations*. NGL.

The methodological strategies and the evaluation system contemplated in this Course Description will be adapted according to the needs presented by students with disabilities and special educational needs in the cases that are required.