

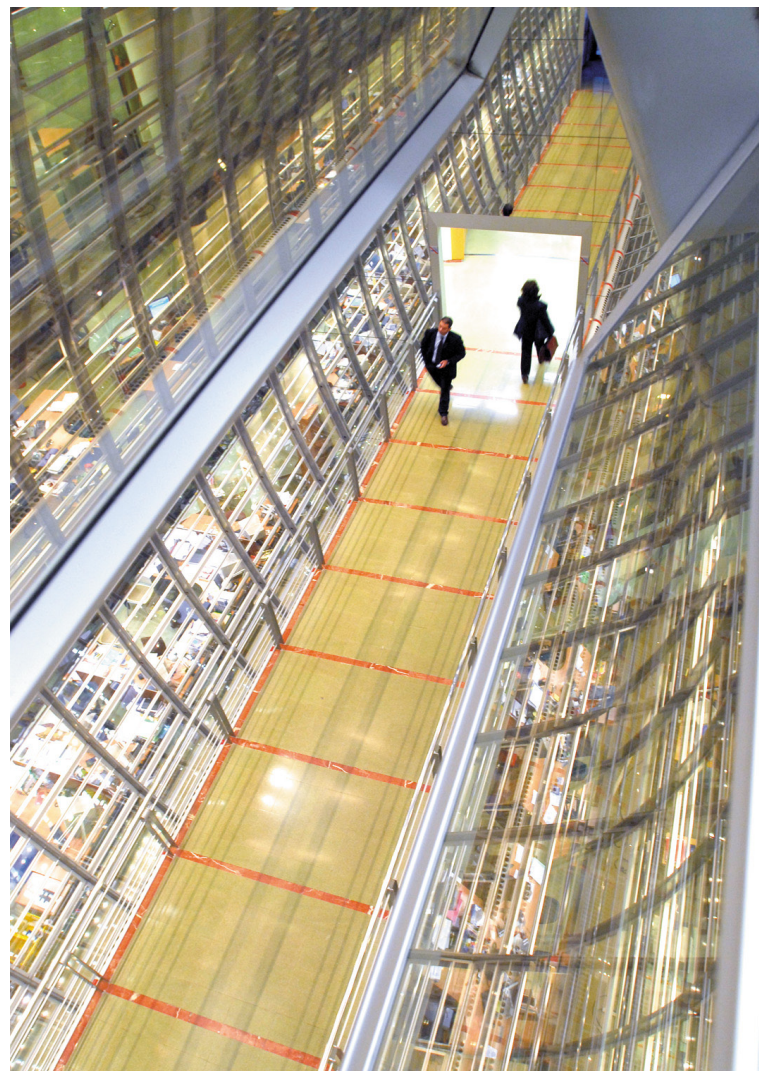
# 11<sup>th</sup> CEMS Spanish

## Summer School Barcelona

July 2012

**ESADE**  
B-School  
# 4 in the World

**ESADE Experience**  
The best language school of Barcelona



Barcelona, February 2012

Dear CEMS Student,

The 11<sup>th</sup> CEMS SPANISH SUMMER SCHOOL will be held at ESADE, in Barcelona, this summer.

Join us in a stimulating CEMS initiative – a course designed exclusively for CEMS candidates. Students who already have a good level of Spanish can spend three weeks at the ESADE CEMS Summer School, working towards the CEMS language exam in Spanish.

If you are unsure of your language level, a written test and telephone interview can be arranged to make sure your level is suitable for the course before you enrol. You can also go to the CEMS website for information on Common European Framework levels, or consult the Student Guide, or get in touch with your local Interfaculty Languages representative.

The course begins on 2<sup>nd</sup> July and ends on 20<sup>th</sup> July. All classes will be held in the ESADE - Executive Language Center, which was purpose-built for language learning.

Please complete the enclosed Registration Form and either fax it to us at +34 934 952 092 or email it to [spanish@esade.edu](mailto:spanish@esade.edu). Please note that course tuition fees (1.030 euros) are payable by credit card only. Please also let us know if you need accommodation, as we can help you to arrange accommodation for your stay in Barcelona.

For further details about the programme, please contact our CEMS Spanish Co-ordinator, Ms. Ana Señor, at [ana.senor@esade.edu](mailto:ana.senor@esade.edu)

The deadline for registration is 18<sup>th</sup> June 2012.

Please feel free to tell all your CEMS friends about this Spanish summer course and we look forward to meeting you at ESADE in July.

Best wishes,

ESADE CEMS Languages Team

## ESADE 2012 CEMS Summer School Spanish for Communication in Management

### Introduction

ESADE-Executive Language Center invites you to attend the 11th CEMS Spanish course in Barcelona in July 2012. CEMS Spanish language exams have been devised by and held at ESADE since CEMS was founded, and we would like to share our experience with CEMS Master candidates to help them achieve the level of business Spanish that they need for their careers.

### What does this course offer?

The aim of the course is to teach and practise Spanish to the level required for the CEMS exam in Spanish for Communication in Management. You will have the chance to learn and communicate within a Business School environment in a Spanish-speaking country. This is an excellent opportunity for you to improve and practise your language skills for the CEMS exam, and learn from ESADE's experienced language teachers, who have been designing CEMS exams since 1991.

### Objectives

Students will work on their oral and written language skills with a view to passing the CEMS Spanish exam. Fulfilling the exam criteria will enable students to work effectively in Spanish and demonstrate that they need no further language training to work in a professional environment. The course will help students to assess their individual language skills and become more proficient in terms of:

- Formal presentation skills and language;
- The language of meetings and problem solving for interactional communication skills;
- Written skills in the correct and appropriate use of Spanish for writing business reports and management texts, with special attention to formal accuracy and punctuation;
- Advice and models on how to prepare documents in a style and register appropriate for modern Business Spanish.

### Methodology

Classes are highly interactive: Students will benefit from ESADE's method of task-based learning. This encourages participation and feedback through real-life role-playing situations, many of which have been devised by our teaching staff especially for students of Business Spanish. CEMS exam tasks will be practised and students will receive help and feedback on their oral communication skills and written work.

With the new 1-year curriculum, CEMS schools are actively looking for ways to accelerate CEMS language learning and assessment. ESADE offers CEMS candidates the chance to take their Spanish language exam either before, during or after their CEMS year.

Students who do well in the coursework will be **EXEMPT**  
from sitting the central CEMS Spanish exam.

### Programme Characteristics\*

Programme 1	Programme 2
Minimum level of Spanish required: <b>B1</b>	Minimum level of Spanish required: <b>B2</b>
Finishing level: <b>B2/B1</b>	Finishing level: <b>C1/C1</b>

\*According to the European Common Framework established by the Council of Europe. For more detailed information on the different levels, refer to the students' area on the CEMS website: [www.cems.org](http://www.cems.org) – CEMS Studies – Language & Communication.

**Course length:** 3 weeks

**Dates:** 2<sup>nd</sup> July - 20<sup>th</sup> July 2012.  
*The programme could be offered at a different time by request. Universities should confirm the participation of at least 10 students.*

**Number of hours:** 75 hours, plus two company visits.

**Number of students per group:** 14 maximum. ESADE reserves the right to cancel the course should the minimum number of students required (6) not be reached.

#### Course content:

The course will comprise the following subjects:

- |                            |          |
|----------------------------|----------|
| 1. Presentations:          | 15 hours |
| 2. Meetings:               | 8 hours  |
| 3. Negotiations:           | 10 hours |
| 4. Written expression:     | 24 hours |
| 5. Vocabulary and grammar: | 18 hours |

- A CEMS practice exam will be held during the course.
- Listening exercises are included as part of the sessions on vocabulary and written expression.



#### Description of subjects:

Students will practice the language and non-verbal skills required to communicate effectively in Spanish business contexts.

## Oral Skills

### 1. Presentations:

- Consideration will be given to the various aspects involved in preparing presentations;
- The various language resources needed for effectively delivering a presentation will be covered;
- Formal expressions will be tailored to the type of presentation;
- Cultural differences will be taken into account where relevant.

### 2. Meetings:

In meetings, students will practise how to:

- Take into consideration the various roles of participants;
- Recognise and use appropriate phrases to present subjects, make suggestions, get a meeting back on track, accept and reject proposals;
- Consider cultural aspects.

### 3. Negotiations:

In negotiations, students will practise how to:

- Observe and recognise cultural factors involved in negotiations;
- Consider the influence cultural differences can have;
- Use knowledge of these factors in inter-cultural negotiations;
- Work on linguistic aspects: constructions for communicating intentions, reaching agreements, etc.

## Written Expression

Students' written work will focus on the essentials for writing clear text. Prompts including written texts and recordings will be used and students will draft reports and memoranda, concentrating on the formal usage of language, syntax, register, vocabulary and stylistic consistency.

## Vocabulary and Grammar

The vocabulary sessions include examples taken from the CEMS 'Common Body of Knowledge'. Students will practise the grammatical structures needed to conduct negotiations and meetings, deliver presentations and write documents effectively.

## Course timetable\*

(Daily classes run from 9.00 am to 2.00 pm with two breaks: 20' + 10')\*\*

Monday	Tuesday	Wednesday	Thursday	Friday
Vocabulary and grammar	Vocabulary and grammar	Vocabulary and grammar	Vocabulary and grammar	Vocabulary and grammar
<i>Break</i>				
Written skills	Negotiations & Meetings	Negotiations	Negotiations & Meetings	Vocabulary and grammar
Presentations	Written skills	Negotiations	Negotiations & Meetings	Written skills
<i>Break</i>				
Presentations	Written skills	Presentations	Written skills	Presentations

\* This is an example timetable.

\*\* The course will also include two visits to leading companies in the Barcelona area.

# Registration Form

11<sup>th</sup> CEMS Spanish Summer School  
2<sup>nd</sup> July - 20<sup>th</sup> July 2012



## Personal details (Please write clearly in BLOCK CAPITALS)

First name \_\_\_\_\_  
Surname \_\_\_\_\_  
Nationality \_\_\_\_\_  
Passport number \_\_\_\_\_ Date of birth \_\_\_\_\_  
Home university \_\_\_\_\_

## Permanent address

Street \_\_\_\_\_  
Town \_\_\_\_\_ Postcode: \_\_\_\_\_  
Country \_\_\_\_\_  
Telephone \_\_\_\_\_ Email: \_\_\_\_\_

## Accommodation

- I will make my own accommodation arrangements.  
 I need assistance\* with accommodation and prefer the following option(s):  
 I would like to share a flat;  
 I would like homestay accommodation with cooking facilities;  
 I would like to stay in student Halls of Residence.

\*Altiro, our recommended housing agency, will contact you soon to arrange accommodation.

## Method of payment (credit card only)

Registration is not complete until all tuition fees have been paid in full. Tuition fees should be paid before **18<sup>th</sup> June 2012**.

Course fees: **1.030 euros**

After the telephone interview and written test, you will be placed in the most suitable programme according to your level.

- Visa                       MasterCard                       American Express

Card number \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_ CVV \_\_\_\_  
Cardholder's name \_\_\_\_\_  
Cardholder's address \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Please return the completed Registration Form

by email or fax to: Cristina Pascual  
ESADE-Executive Language Center  
[spanish@esade.edu](mailto:spanish@esade.edu)  
[www.esade.edu/spanish](http://www.esade.edu/spanish)

Av. Esplugues, 92-96,  
08034 Barcelona  
Tel. +34 934 952 095  
Fax +34 934 952 092

## Health insurance

**STUDENTS FROM EU COUNTRIES:** If you are covered by your country's national insurance system, you should request an E111 Form, which entitles you to free medical assistance under the Spanish public healthcare system. If you are covered by private insurance, consult your insurance company regarding medical assistance while in Spain. Please request full information about the procedure to follow should you need medical assistance.  
**STUDENTS FROM NON-EU COUNTRIES:** Private insurance to cover medical assistance in Spain should be arranged.