

Business Spanish

10 contact hours

Students will practice speaking Spanish that is appropriate for business and the workplace and will cover the following topics:

1. Commercial Activity: Types of businesses. The organization of the firm.
2. The Working World: Recruitment, selection, and incorporation into a job. Job offers: cover letter, resume (CV), and interviews (non-verbal expression)
3. Business in general: terminology of exterior commerce. Business documents.
4. Communication in a Business: Business correspondence (types of letters). Telephone correspondence.
5. Financial System: banking services, operations, and documents.