



Universidad Autónoma del Estado de México

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# Vocabulario de inglés de negocios de la Unidad de Aprendizaje Inglés C1- Unidades 1 y 2

**Facultad de Contaduría y Administración**  
**Licenciatura en Administración**  
**Inglés C1**

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## DATOS DE IDENTIFICACIÓN DE LA UNIDAD DE APRENDIZAJE

Nombre de la Unidad de Aprendizaje: Inglés

Semestre: Non y par

Créditos: 6

Horas teóricas: 2

Horas prácticas: 2

Total de horas: 4

Asignaturas consecuentes: Obligatoria, nivel superior

Etapa a la que pertenece en la estructura curricular: básica

Núcleo de formación: Básico



## OBJETIVOS GENERALES

En términos generales de las competencias orales, el alumno podrá emplear la lengua de manera limitada, con cierta interferencia de su lengua materna y errores que no interrumpan la comunicación gravemente para ejecutar lo siguiente:

- 📖 Describirá y comparará hechos, hábitos, experiencias y sucesos actuales o bien ocurridos en el pasado.
- 📖 Expresará opiniones, deseos, expectativas y hablará de intenciones o planes a futuro.

En términos generales de las competencias escritas el alumno:

- 📖 Comprenderá señalamientos, letreros y anuncios en lugares públicos.
- 📖 Identificará información factual y de opinión en textos de corte informativo y publicitario, de baja complejidad.

Identificará información general y específica de su área disciplinaria (Administración, negocios)



## COMPETENCIAS

- Describir y compartir experiencias
- Describir y comparar diferentes tipos de trabajo, educación, habilidades, etc.
- Hablar sobre compras y consumismo; sugerencias & quejas.
- Integración y aplicación del conocimiento y práctica del campo disciplinario.



## JUSTIFICACIÓN

Este material está basado en los temas del primer parcial de la Unidad de Aprendizaje Inglés C1 de la licenciatura en Administración de Empresas con el propósito de que los estudiantes tengan más práctica en las habilidades productivas utilizando el vocabulario de negocios. Las habilidades son: producción oral y producción escrita.

## TEMAS

UNIT 1. CARRERS. Areas of work, career moves

UNIT 2. COMPANIES. Sorts of companies, business sectors

# UNIT 1.

# CAREERS



# WHAT'S A CAREER?



According to the online Oxford English Advanced Dictionary (@2017) a **career** is the series of jobs that a person has in a particular area of work, usually involving more responsibility as time passes

Examples:

A **career in politics**

A teaching career

What made you decide on a **career as a vet?**

He has been concentrating on her career

A change of career

That will be a good **career move**(= something that will help your career).

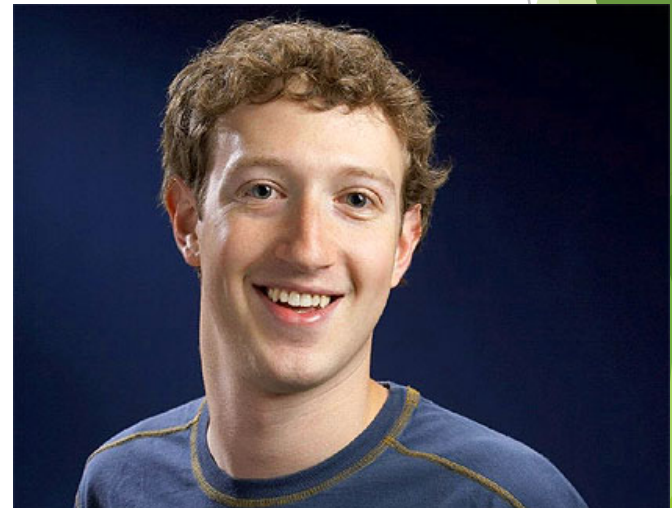


In pairs talk about famous people or people you know and decide if they have/had a successful career

SPEAKING







Answer the following questions:

SPEAKING

WOULD YOU LIKE TO WORK IN A COMPANY?

WHAT AREA DO YOU THINK THERE ARE IN A COMPANY?



# AREAS OF WORK

1. SALES AND MARKETING

2. FINANCE

3. MANAGEMENT

4. HUMAN RESOURCES (HR)



5. PRODUCTION

6. RESEARCH AND DEVELOPMENT

7. CUSTOMER SERVICE



# AREAS OF WORK

SPEAKING  
AND  
WRITING

In pairs discuss the activities that people do in these areas and complete the chart. Example:

In Customer Service you deal with clients

Area	Activity
Sales and Marketing	
Finance	
Management	
Human Resources (HR)	
Production	
Research and Development (R&D)	
Customer Service	You deal with clients

Compare your answers with another pair.

**Write your answer to the following questions:**

Which area would you like to work in? Why?

I would like to work in \_\_\_\_\_ because

I think \_\_\_\_\_

I like working with \_\_\_\_\_

I am good at \_\_\_\_\_

Ask these questions to three students and write down their answers. Be ready to report to the class.



Discuss with your partner: What do you think you need to do to have a successful career?

*-have good communication skills*

*-study a masters degree*



## Vocabulary: collocations with carrer

**Career move:** an action you take to progress in your career.

Give an example.



**Career break:** a period of time away from your job.  
Give an example.

VOCABULARY



**Career plan:** Ideas you have for your future career.  
Give an example.



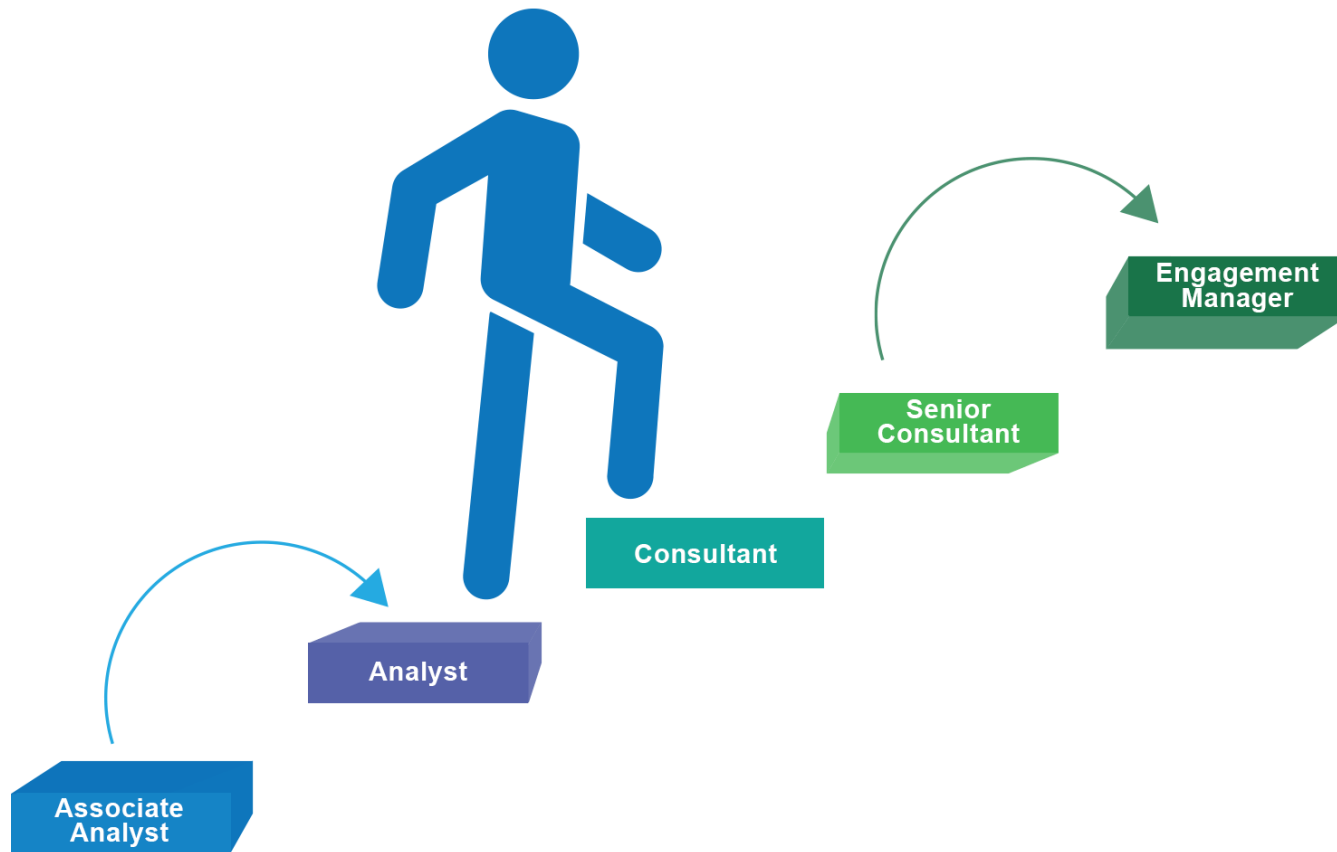
**Career opportunities:** Chances to start/improve your career.  
Give an example.



**Career path:** The direction your working life takes.  
Give an example.



**Career ladder:** a series of levels or steps in your working life.  
Give an example.









# TYPES OF COMPANIES

1. A family-owned company
2. A multinational company
3. Your own company (self-employed)

Tell the class some examples of these types of companies.

# COMPANY SECTORS

## TELECOMMUNICATIONS/MEDIA



# Engineering



## Pharmaceuticals/Chemicals



# Construction



# Banking and finance





# Transport





# Manufacturing



## IT/ Electronics



# Food and drink



# Retailing



# Tourism



Talk to your partner about the sector of the following companies:

SPEAKING



GLOBAL  
SERVICES

**P&G**  
*Procter & Gamble*



**RESEARCH.** Make a list of the companies you can find in the State of Mexico and complete the following information:

Name of the company	Business sector	Nationality	Name of some products
1			
2			
3			
4			
5			
6			
7			



Write a short description of the company you found more interesting, include why you researched.

Bosch is the more interesting company in Toluca because...

I would like to work in this sector as I...

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