

Syllabus

1. Programme information

1.1. Institution	THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
1.2. Faculty	International Business and Economics
1.3. Departments	Department of Modern Languages and Business Communication
1.4. Field of study	Applied modern languages
1.5. Cycle of studies	Licence
1.6. Education type	Full-time
1.7. Study programme	Applied Modern Languages
1.8. Language of study	Romanian, English, French
1.9. Academic year	2023-2024

2. Information on the discipline

2.1. Name	Practical Course of English: Professional Finance Language									
2.2. Code	23.0223IF2.2-0003									
2.3. Year of study	2	2.4. Semester	2	2.5. Type of assessment	Test	2.6. Status of the discipline	O	2.7. Number of ECTS credits	2	
2.8. Leaders	S(S)	conf.univ.dr. TĂLMĂCIAN Elena					elena.talmacian@rei.ase.ro			

3. Estimated Total Time

3.1. Number of weeks	14.00		
3.2. Number of hours per week	2.00	of which	
		S(S)	2.00
3.3. Total hours from curriculum	28.00	of which	
		S(S)	28.00
3.4. Total hours of study per semester (ECTS*25)	50.00		
3.5. Total hours of individual study	22.00		
<i>Distribution of time for individual study</i>			
Study by the textbook, lecture notes, bibliography and student's own notes	9.00		
Additional documentation in the library, on specialized online platforms and in the field			
Preparation of seminars, labs, assignments, portfolios and essays	9.00		
Tutorials			
Examinations	2.00		
Other activities	2.00		

4. Prerequisites

4.1. of curriculum	Academic study and communication knowledge and competences
4.2. of competences	B1-B2 level of proficiency in English, according to the Common European Framework of Reference for Languages (CEFR)

5. Conditions

for the S(S)	<p>Seminars require rooms with internet access.</p> <p>Seminar attendance is mandatory.</p> <p>Assignments and other seminar tasks are compulsory.</p> <p>Plagiarism is forbidden.</p> <p>Students are not allowed to use their mobile op\phones during classes.</p> <p>Students are not to be late for class.</p>
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6. Acquired specific competences

PREFESSIONAL	C2	Adequate use of written and oral mediation techniques, as well as of translation and interpretation techniques from language B or C in language A and vice-versa, in general and semi-specialized fields;
PREFESSIONAL	C5	Networking in various institutional contexts (institutions, business entities, NGOs) and use of general and semi-specialized knowledge in professional fields applicable to the specialization undertaken

7. Objectives of the discipline

7.1. General objective	To develop the students' ability to use financial and banking terminology in order to communicate effectively in professional situations of finance and banking and to help them identify linguistic, social, commercial and political constraints of the respective contexts and react to them in an adequate way.
7.2. Specific objectives	<p>To broaden the knowledge about English financial-banking vocabulary – sources of finance for organizations, stock exchange, financial instruments and statements, cash flows, types of banks, banking activities and services.</p> <p>To acquire knowledge regarding the linguistic, social, commercial and political constraints specific to the contexts of the financial-banking activity.</p> <p>To develop the ability to select and use the appropriate morphology and syntax elements of the financial-banking language in oral and written communication.</p> <p>To develop the ability to analyze and construct the discourse/text in English according to generic and functional elements.</p> <p>To develop the ability of doing translations and retroversions of economic texts with financial-banking content.</p> <p>To develop the skills to analyze, debate and deliver presentations on economic texts on financial and banking topics.</p>

8. Contents

8.1. S(S)		Teaching/Work methods	Recommendations for students
1	<p>Presenting the syllabus, objectives and requirements of completion and types of assessment.</p> <p>Topic 1: Introduction to Financial English</p> <p>Specialised terminology: money and income (currency, personal finance), company finances</p> <p>Grammar: Review of time clause.</p> <p>Skills: Reading and translating texts that include basic financial terms, discussions about personal finances, about average income in various states, including Romania, watching and commenting on a video on the topic of the ideal company that students would like to work for.</p> <p>(1 week)</p>	<p>Interactive presentations and teaching, including: exercises, listening, role play, conversation, explanation, situation simulation, professional message writing.</p>	<p>Students are invited to participate in discussions and comment on the topic of the seminar.</p>
2	<p>Topic 2: Listing companies on the stock exchange. Stages of the process.</p> <p>Specialised terminology: the phases of a company listing process</p> <p>Grammar: The subjunctive. Forms and uses (I).</p> <p>Skills: Reading and translating an article about where it is advisable to list one's own company, watching and commenting on two videos on the topic of listing companies on the stock exchange and how the stock market works. Role-playing on the topic of the seminar (with the use of specialized vocabulary)</p> <p>(2 weeks)</p>	<p>Developing skills to read, understand and translate a financial text and to write the summary of a recent article on a chosen financial topic</p>	<p>Students can ask questions or comment on the topic of the seminar.</p> <p>Students can ask questions or comment on the topic of the seminar.</p> <p>Students can ask questions or comment on the topic of the seminar.</p>

3	Topic 3: Applicative seminar: Translations on financial topics Specialised terminology: Financial English Skills: Reading and translating recent articles on a financial topic, detecting and clarifying challenging terms and phrases in the article (1 week)	Developing skills to read, understand and translate a financial text and to write the summary of a recent article on a chosen financial topic	Students are asked to get involved in translating texts on selected financial topics
4	Topic 4: Financial instruments. Types of shares. Specialised terminology: stock exchanges, categories of shares, shareholders Grammar: The subjunctive. Forms and uses (II). Skills: Reading and translating texts about shares, conversations on the topic of share investment. Role-playing on the topic of the seminar (with the use of specialized vocabulary) (2)	Comments on texts + audio support. Discussion on the planned grammar issue. Grammar and lexical exercises.	Students can ask questions or comment on the topic of the seminar.
5	Topic 5: Financial statements – overview. Specialised terminology: Balance sheet Grammar: Review of conditional sentences. Skills: Watching a video about the balance sheet, reading and translating texts that contain terms related to the financial situation of a company. (2 weeks)	Discussions and presentations in pairs and with the whole group. Developing knowledge of financial statements. Vocabulary and grammar exercises.	Students are asked to analyze the balance sheet of a large company of their choice
6	Topic 6: Statement of cash flows. Income and loss account Specialised terminology: cash flows, income and loss account. Grammar: Reviewing the sentences introduced by "as if"/ "as though". Skills: reading and translating texts containing terms related to the topic of the seminar (1 week)	Developing skills in reading, understanding and translating a text about cash flows. Vocabulary and grammar exercises.	Students can ask questions or comment on the topic of the seminar.
7	Topic 7: Applicative seminar: Translations on financial topics Specialised terminology: financial English Skills: Reading and translating recent articles on a financial topic, detecting and clarifying the terms and phrases present in the article that pose translation problems (1 week)	Developing skills to read, understand and translate a financial text and to write the summary of a recent article on a financial topic of students' choice.	Students are asked to get involved in translating texts on selected financial topics
8	Topic 8: Banking Specialised terminology: types of banks, their specific activities and products Grammar: Review of the sequence of tenses. Skills: Listening to a presentation about banking products and services, reading and translating texts containing banking system terms (2 weeks)	Discussions based on the presentation of banking products. Vocabulary and grammar exercises	Students will have to look for information about types of banks, their activities with real exemplifications and prepare their presentations in teams
9	Assessment and self-assessment Revision of key concepts/oral presentations individual or in a team. Final discussions upon aspects examined during the seminar. (2 weeks)	Assessing the skills of oral expression, critical thinking and organizing systematically information.	

Bibliography

- - Emmerson, Paul, , Business Grammar Builder., Macmillan, Oxford, 2002
- -MacKenzie, Ian, Financial English, Thomson, , 2002
- -MacKenzie, Ian, Professional English in Use. Finance, Cambridge University Press, 2007
- - Pratten, Julie, Absolute Financial English: English for Finance and Accounting, England, 2009
- Dubicka, Iwona and al, Market Leader Advanced, Prentice Hall College Division, 2011
- - Hutchinson, Tom and Alan Waters, , English for Specific Purposes. A learning-centred approach, Cambridge University Press (, 1987
- - Mascull, B, Business Vocabulary in Use, , Cambridge University Press, 2008
- - Simpson, J, The Routledge Handbook of Applied Linguistics., Routledge, New York, 2011
- - Trappe, Tonya & Tullis, Graham, Intelligent Business Upper-Intermediate, , Longman, England, 2006
- Cotton, D., Falvey, D., Kent, S., Market Leader Upper Intermediate, , Longman, 2011
- Cotton, D., Falvey, D., Kent., Market Leader Intermediate – 3rd Edition, Pearson-Longman, 2010
- Williams, E, Presentations in English, Macmillan, Oxford, 2008

9. Corroboration of the contents of the discipline with the expectations of the representatives of the epistemic community, of the professional associations and representative employers in the field associated with the programme

The content of the curriculum/ syllabus is based on the requirements of the labor market regarding the training of specialists in the field of Applied Modern Languages.
 Permanent contact with representatives of professional associations in the field.

10. Assessment

Type of activity	Assessment criteria	Assessment methods	Percentage in the final grade
10.1. S(S)	Knowing key-concepts, the ability to integrate and present them	Ongoing assessment (oral presentations/ individual or team projects / oral or written progress assessment).	50.00
10.2. S(S)	Active participation in the seminar and homework done throughout the semester.	Work in campus and/or online platforms used during the seminar (in line with ASE Senate’s decisions). Formative and summative assessment through: self-assessment, interpersonal assessment, teacher-based assessment. Assessment of oral and written communication skills specific to the professional and/or academic background.	50.00
10.3. Final assessment			
10.4. Modality of grading	Whole notes 1-10		
10.5. Minimum standard of performance	Active participation in at least half of the lectures and seminars. Ability to recognize financial and banking texts. Active attendance and participation in at least 50% of the seminars. The ability to recognize financial-banking texts. Appropriation of basic financial and banking terms. Ability to correctly translate simple financial texts. Ability to formulate, in simple but correct messages, with specific terms, financial and banking information. Delivery of an oral presentation. Demonstrating communication skills in academic and professional backgrounds.		

Date of listing,
06/13/2026

Signature of the discipline leaders,

Date of approval in the
department

Signature of the Department Director,