



THE UNIVERSITY OF THE WEST INDIES

OPEN CAMPUS

[St. Kitts & Nevis]

SPANISH FOR TRAVEL AND BUSINESS

General Overview: This course is designed to introduce students to the target language, develop proficiency in communicative skills and deepen appreciation of the Hispanic culture. Students learn the fundamentals of vocabulary and the basic grammatical structures of language. Speaking and listening are emphasized.

Contact Hours: 36

Prerequisite: Minimal or no knowledge of Spanish required.

Text: “Dicho y Hecho” 7th Edition – Laila M. Dawson and Joseph R. Farrell

One pocket-sized Collins Spanish Dictionary

Assessment and Evaluation

1. One Class Test – 30%
2. One Take Home Assignment/Project – 30%
3. Final Examination – 40%

Certificates will be awarded to persons who:

1. Obtain at least 50% of Assessment and Evaluation marks
2. Attend at least 75% of class sessions

Class schedule

WEEK	TOPIC	ASSIGNMENT
1.	Pronunciation & Greetings	<ul style="list-style-type: none"> • Alphabet • Spanish speaking countries & nationalities • Numbers 1-100
2.	Greetings and Introductions	<ul style="list-style-type: none"> • Greetings 7 saying goodbye • Introduction: Name, Age, address, Family contact, Career Information • -ar, -r & -ir verbs • The verb “vivir” • Interrogatives • Adjectives
3.	Travel Reservations	<ul style="list-style-type: none"> • Making a hotel reservation • Types of accommodation (Parts of a room/home) • Services and Facilities • Duration
WEEK	TOPIC	ASSIGNMENT
4.	Restaurant	<ul style="list-style-type: none"> • Food • Placing a meal order (toast, bake, etc.) • Bill request • Making a query or complaint • Singular & plural • Definite + indefinite articles
5.	Shopping	<ul style="list-style-type: none"> • Types of shops & department stores <ul style="list-style-type: none"> • Cost of items • Payment (cash, cheque, card) <ul style="list-style-type: none"> • Relevant adjectives
6.	Midterm Session	<ul style="list-style-type: none"> • Internal Assessment • Orals, Aurals (Listening Comprehension), Reading/Writing
7-8.	Business Letters	<ul style="list-style-type: none"> • Letter Format • Opening & closing salutations • Types of letters (Complaint and Reply)
9.	Business Transaction	<ul style="list-style-type: none"> • Requesting information and answering questions • Time • Date (Month, day, year)

10.	Business Meeting	<ul style="list-style-type: none">● Business Proposal● Feedback/Recommendations● Plan of Action
11.	Revision	<ul style="list-style-type: none">● Review of topics
12.	Final Examination	<ul style="list-style-type: none">● Internal Assessment● Orals, Aurals, Reading/Writing