

Spanish Language Teaching Framework

Spanish 1, first-cycle studies, all fields of study

Course duration: 2 semesters, 60 teaching hours (2x30)

Starting level: A1

Target level: A1+

PRELIMINARY ASSUMPTIONS

- The course is aimed at people who have not learned Spanish and are willing to start learning from scratch.
- The teacher organizes the whole teaching and learning process, playing the role of a counsellor and facilitator; final learning outcomes also depend on students' individual work during the course, their willingness to learn and sufficient time devoted to learning.
- Learners should allocate an appropriate amount of time to achieve the intended learning outcomes.
- If students' initial knowledge and skills prevent them from effectively participating in the course to achieve the intended learning outcomes, it is their responsibility to bridge the gap to meet the requirements set.

1. Aims of the course:	• The aim of the course is to develop the student's communication skills in general and professional language. • The joint action of the participants in the education process (teacher and student) is to prepare the student for future professional work in the business environment. • The development of linguistic competences requires constant expansion of business vocabulary and knowledge of grammatical structures useful in everyday communication. • The aim of the course is also to familiarize the student with elements of general and business culture of Spanish-speaking countries and to encourage the use of the language outside the classroom. • An extremely important aim of the course is to emphasize the importance and develop the habit of self-education in the student, as well as develop his autonomy by providing him with various methods and strategies used in the learning process.
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	By participating in the course, the student will be encouraged to self-reflect on their strengths and weaknesses, which will support the self-learning process.
2. The content of the course	
Main topic areas	General language and general business language topics: - formal and informal greetings and goodbyes - information about oneself and other people - formal and informal conversations (introducing oneself and another person, name and surname, nationality, place of residence, telephone, e-mail, address, age, profession and activities performed in a given position, marital status, etc.) - motives for which I learn foreign languages, knowledge of foreign languages (list of languages, level of advancement) - numerals, concrete and approximate quantities, weights and measures - family, external appearance of people, character, description of the family business - food, meals, shopping list, restaurant description, table booking, ordering dishes, dishes from Spanish-speaking countries - time (months, days of the week, dates, hours) - interests related to free time and work
Lexical and grammatical structures	- articles - feminine and masculine - singular and plural - matching adjectives with nouns - interrogative sentences (interrogativos) - verbs "ser" and "estar" - conjugation of regular and irregular verbs in the present tense - verb "gustar" - impersonal form (se impersonal) - proximal object pronouns - expressing the frequency - prepositions a, de, en, con, por, para
Language functions / ability to communicate	- saying hello and goodbye - introducing yourself and meeting new people in formal and informal situations - asking questions about incomprehensible words or phrases, asking to repeat - asking and providing information (personal data, company data) - describing the relationship as well as the external appearance and character of people

	• asking about the price of a product, ordering food in a restaurant, making a table reservation • specifying the date and time • describing interests • expressing opinions or ignorance
Academic component	• analysis and selection of information in written and spoken text • preparing formal and informal self-presentation • active participation in discussions • work in groups • creating formal and informal correspondence • preparation of individual and group projects online (work on an e-learning platform)
3. At the end of the course student is able to:	
Speaking	• use vocabulary and grammar forms related to the topic of classes in specific situations, • say hello and goodbye in a formal and informal way depending on the situation, • ask questions about the meaning of unfamiliar words and answer them, • introduce himself, provide and obtain information about the place of origin, personal and contact details of himself and others (telephone number, addresses), • ask and provide information about the place of work or study, family and its members, about the family business and its employees, • provide information about himself and his motivation to learn Spanish - in speech and writing, • count to a million • spell his data, • make a self-presentation and introduce other people, • talk about himself, his profession, company and job positions and the activities performed in them, • present the organizational chart of his company, • describe the external appearance and character traits of family members, friends, colleagues, • express his preferences, interests, hobbies, • specify the date, • ask for quantity, • ask and answer about the time, day of the week, month,

	• talk about choosing a restaurant and reserve a table, • conduct a short conversation with the waiter: he can ask about the type of cuisine, order dishes, ask what they contain, ask about the price, ask for a bill, • conduct a short conversation on the organization and preparation of a party and business dinner.
Reading	• read simple texts in Spanish on general and business-related topics related to the topic of classes, • read and understand the instructions for the tasks being performed.
Listening	• understand the vocabulary and grammar forms related to the topic of classes that can be used in specific situations, • understand the basic phrases and expressions related to the topic of the classes heard and learned before, • understand the questions asked by using the phrases and phrases related to the topic of the lesson, • understand simple texts on the issues raised in the class.
Writing	• write words and phrases as well as grammatical forms related to the topic of classes that can be used in specific situations, • write simple words correctly, even without knowing their meanings, • correctly write a simple text about the country of origin, place of work and study, about what motivates him to learn Spanish, • write a simple letter about himself respecting the rules of correct writing for this type of correspondence, • write a short text about himself, his profession, workplace, position and activities, • establish simple business correspondence, presenting data about his company, • join the discussion on the forum - write a short message, introducing and describing himself, his family and colleagues, • write a short reply to the received message, • write an opinion about the restaurant in the form of an e-mail and justify it, • book a place in a restaurant in the form of an e-mail, e.g. for a business dinner.

Main course books:

E. Díaz Gutiérrez, E. Narvajas Colón, P. Pérez Cañizares, M. Suárez Lasiera, *Mundo Profesional 1, Curso de español para ámbitos profesionales A1-A2*, Ed. Difusión, España, 2025.

Additional materials:

Teachers' own materials based on available resources, comprising information about their sources and copyrights.

SCHEMES OF WORK**SEMESTER 1 (30 HOURS)****PART ONE - HOURS 1 – 15****LISTENING**

The student is able to understand heard, previously learned basic phrases and expressions concerning, for example, greetings, his person or other people, place of study, work, when the pace of speech is slow and the pronunciation is clear.

The student is able to understand the questions asked with the use of known phrases and expressions.

READING

The student is able to read with understanding simple texts in Spanish on general and general-business topics related to the topic of classes, for example in short notes, advertisements or posts posted on an internet forum.

The student is able to read and understand the instructions for the tasks performed.

SPOKEN INTERACTION

The student is ready to take part in an interview concerning, inter alia, origin, motivation to learn foreign languages or in a situation of getting to know each other, provided that the interlocutor speaks slowly and, if necessary, will formulate his statements differently.

The student is able to ask simple questions, e.g. about the meaning of unfamiliar words, personal data, profession or place of study, and is able to answer such questions.

SPOKEN PRODUCTION

The student is able to make a self-presentation.

The student is able to convey basic information, e.g. about himself, his motivation to learn Spanish, his place of residence, study, work.

WRITING

The student is able to write a simple text about himself, e.g. about his country of origin, place of work and study, about what motivates him to learn Spanish.

The student is able to write a short letter with self-presentation.

The student is able to fill in forms with basic personal data.

PART TWO - HOURS 16 - 30

LISTENING

The student is able to understand heard, previously learned basic phrases and expressions concerning, for example, himself or others, well-being, profession, address data, when the pace of speech is slow and the pronunciation is clear.

The student is able to understand the questions asked by the use of known phrases and expressions, e.g. about age or e-mail address.

READING

The student is able to read and understand simple texts in Spanish on general and general business topics related to, inter alia, with the position at work, profession, list of duties.

The student is able to read and understand the instructions for the tasks performed.

SPOKEN INTERACTION

The student is ready to take part in an interview in which he introduces himself and introduces other people to the position and duties at work, provided that the interlocutor speaks slowly and, if necessary, will formulate his statements differently.

The student is able to ask simple questions, e.g. about the meaning of unfamiliar words, personal and address data, profession or place of study, and is able to answer such questions.

SPOKEN PRODUCTION

The student is able to introduce himself and other people.

The student is able to provide information, for example, about himself, his workplace, industry, position and duties, address, telephone number.

WRITING

The student is able to write a simple text about himself, e.g. about the place of work and study, responsibilities.

The student is able to create his own business card, a simple organizational chart of the company and fill in forms with personal data.

SEMESTER 2 (30 HOURS)

PART ONE - HOURS 1 – 15

LISTENING

The student is able to understand heard, previously learned basic phrases and expressions concerning, for example, his person, family members or colleagues, interests, when the pace of speech is slow and the pronunciation is clear.

The student is able to understand the questions asked with the use of known phrases and expressions, e.g. about the features of external appearance or character, hobbies, date of birth.

READING

The student is able to read and understand simple texts in Spanish on general and general business topics related to, inter alia, with a description of the person, his interests, contained in the form of excerpts from press articles or short notes.

The student is able to read and understand the instructions for the tasks performed.

SPOKEN INTERACTION

The student is ready to take part in a conversation concerning, for example, a family business, its members, their features and interests, provided that the interlocutor speaks slowly and, if necessary, will formulate his statements differently.

The student is able to ask simple questions, e.g. about relationship, features, location, hobbies, date, and is able to answer such questions.

SPOKEN PRODUCTION

The student is able to describe family relationships, external appearance and character traits of himself or another person.

The student is able to describe in a short speech his company and interests.

WRITING

The student is able to write a text describing himself or other people in the form of, among others forum post.

The student is able to establish business correspondence, presenting the data of his company.

PART TWO - HOURS 16 - 30

LISTENING

The student is able to understand heard, previously learned basic phrases and expressions concerning, for example, culinary preferences, shopping in a food store, types of restaurants, hours when the pace of speech is slow and the pronunciation is clear.

The student is able to understand the questions asked with the use of known phrases and expressions, e.g. about diet, favorite dishes, meal schedule, ordering in a restaurant.

READING

The student is able to read and understand simple texts in Spanish on general and general business topics related to, inter alia, with food, booking a table in a restaurant, ordering a meal in the form of short notes or advertising leaflets.

The student is able to read and understand the instructions for the tasks performed.

SPOKEN INTERACTION

The student is ready to take part in a conversation about culinary preferences, favorite restaurants, provided that the interlocutor speaks slowly and, if necessary, will formulate his statements differently.

The student is able to conduct a short telephone conversation about booking a table in a restaurant for a private or business meeting.

The student can order a meal in a restaurant.

The student is able to ask about the time, the price of the product, ask for a certain amount of the product in the store and can answer such questions.

SPOKEN PRODUCTION

The student is able to describe his eating habits.

The student is able to provide a short description of the restaurant and his opinion on it.

WRITING

The student can write a description of the restaurant and a reasoned opinion about it in the form of an e-mail.

The student can write a letter / e-mail regarding the reservation of seats in the restaurant for a private meeting or business dinner.