



Program: General Purpose Program  
 Course: GPP Spanish 1  
 Level: Beginner  
 Length: Varies (Typically 100 or more units)

### **Course Description**

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in Spanish. In this introductory level, you will gain the ability to express your needs, understand statements, and communicate successfully in most day-to-day situations. By the end of the course, you will be comfortable speaking about events in the present, past and future. Sample themes include *at the airport, the family, at the restaurant, workplaces, and discussing the past and future.*

### **Learner Outcomes**

After completing GPP Spanish 1, students will be able to:

1. Speak using simple and polite phrases, short sentences, and basic questions to handle everyday communication needs, such as introductions, exchanging personal information, asking and giving directions, engaging in social activities, and ordering from a menu.
  - Construct questions and statements in both the affirmative and negative with the most common verbs
  - Can describe and compare people, places, things, and daily habits
  - Can tell time, share personal and biographical details, buy goods, and distinguish between past, present, and future time
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss common topics that are familiar or unfamiliar.
  - Can generally understand speech in social situations involving present, past, and future events, but frequently needs to have words or phrases repeated
3. Read and understand basic Spanish commonly encountered in the environment to address immediate survival needs, such as menus, road signs, maps, advertisements, signs on buildings and store fronts, and bus routes or schedules.
  - Can comprehend short printed materials to get the main idea (travel brochures, magazines, memos)
4. Write a basic response on a given topic using simple sentences in the present, past, and future, a list of items to bring on vacation or to buy at the store, and a letter describing personal details to a friend.
  - Construct questions and statements in both the affirmative and negative with the most common verbs

**Formal Assessment** - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP Spanish 1 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges:      Excellent (44-50 points)                      Very Good (38-43 points)                      Good (31-37 points)

After book unit 30, the inlingua GPP Spanish 1 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges:      Excellent (70-80 points)                      Very Good (60-69 points)                      Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail must repeat the current level before advancing to the next level.



Program: General Purpose Program  
 Course: GPP Spanish 2  
 Level: Low Intermediate  
 Length: Varies (Typically 100 or more units)

**Course Description**

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in Spanish. In this intermediate level, you will gain the ability to use more complex grammatical structures, vocabulary, and verb tenses. You will be able to satisfy social demands as well as general work requirements. Sample themes include *telephoning, culture, television, letter writing, historic events, and discussing problems and solutions.*

**Learner Outcomes**

After completing GPP Spanish 2, students will be able to:

1. Speak in polite conversations during routine social situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.
  - Construct questions and statements in both the affirmative and negative with a variety of verbs
  - Can describe people, places, things, actions, past experiences, and future goals in greater detail
  - Can tell time, share personal and biographical details, buy goods, ask and give directions, order from a menu, engage in social activities, and distinguish between past, present, and future time
  - Can share opinions, complain politely, use reported speech, and discuss cultural issues
2. Listen to and understand someone speaking normally in routine social interactions and when conducting basic business transactions either in person or on the telephone.
  - Can generally understand normal speech in the present, past, and future, but occasionally need to have words or phrases repeated
  - Can comprehend basic instructions and discussions on common topics that are familiar or unfamiliar
3. Read and understand non-technical Spanish commonly encountered in everyday social and business environments, such as menus, road signs, maps, advertisements, signs on buildings or store fronts, bus routes or schedules, travel guides, and magazine articles.
  - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a short response on a given or familiar topic using simple sentences in the past, present, and future, a letter or e-mail requesting information or making a formal complaint, a list of items to bring on vacation or to buy at the store, and a personal article for a newsletter.
  - Construct questions and statements in both the affirmative and negative with a variety of verbs and distinguish between the past, present, and future

**Formal Assessment** - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua GPP Spanish 2 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges:      Excellent (44-50 points)                      Very Good (38-43 points)                      Good (31-37 points)

After book unit 30, the inlingua GPP Spanish 2 Achievement Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges:      Excellent (70-80 points)                      Very Good (60-69 points)                      Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail must repeat the current level before advancing to the next level.



Program: General Purpose Program Level: High Intermediate  
 Course: GPP Spanish 3 Length: Varies (Typically 100 or more units)

**Course Description**

The General Purpose Program is for students who need to improve their language skills for general, social, or academic purposes. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating and challenging conversations in order to help you speak and think in Spanish. Upon completion of this high intermediate level, you will achieve a level of general professional proficiency in Spanish. You will be able to fluently discuss a wide variety of issues and topics using complex structures and appropriate vocabulary. Sample themes include *current affairs and issues, traditions, etiquette, sharing points of view, and the environment.*

**Learner Outcomes**

After completing GPP Spanish 3, students will be able to:

1. Speak in formal and informal conversations about personal interests, practical, social, and professional topics, and specialized fields of knowledge as well as give prepared and impromptu speeches.
  - Construct questions and statements with simple and complex structures in all verbal tenses
  - Can answer objections, share opinions, justify decisions, clarify points, use formal and informal speech appropriately, conduct meetings, and give instructions
  - Can tell time, share autobiographical details, buy goods, ask and give directions, order from a menu, complain politely, engage in social activities, and discuss cultural issues
2. Listen to and understand audio recordings, news broadcasts, and someone speaking normally in formal and informal interactions and when conducting business transactions either in person or on the telephone.
  - Can generally understand speech in the present, past, and future, and conversations on non-technical and some technical subjects, but may need to ask the speaker to provide more information
  - Can comprehend instructions and discussions on topics that are familiar or unfamiliar
  - Can watch and understand the gist of movies without the assistance of subtitles
3. Read and understand non-technical and some technical Spanish commonly encountered in formal and informal social and business environments, such as menus, road signs, maps, advertisements, travel guides, magazine articles, newspaper articles, memos, and instruction manuals.
  - Can comprehend printed materials with multiple paragraphs
  - Can start reading critically to identify supporting details and the organization of ideas
4. Write a multi-paragraph response on an assigned or chosen topic using past, present, and future tenses, a letter or e-mail to request information, complain or compliment a business, and a letter or editorial stating and defending an opinion.
  - Construct questions and statements with simple and complex structures in all verbal tenses

**Formal Assessment - Your progress will be assessed at the halfway point and end of your course.**

After book unit 15, the inlingua GPP Spanish 3 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total

Fail: under 31 points total

Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua GPP Spanish 3 Achievement Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total

Fail: under 50 points total

Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level.



Program: General Purpose Program Electives  
 Language: Spanish  
 Course: Medical Spanish  
 Level: Appropriate for GPP levels 1-3 or APP levels 1-2  
 Length: Varies (Typically 26-100 units)

### **Program Description**

The inlingua General Purpose Program Electives are specialized, individually-tailored, non-intensive language courses of typically short duration for students who need to develop or improve specific language skills for general, social, or academic purposes. Each elective course is customized for the specific proficiency level and learning needs of the student. GPP Electives can be taken individually or as a supplement to other inlingua language courses.

### **Course Description**

Medical Spanish is a specialized conversational Spanish course designed for health professionals and health care providers who need to communicate with Spanish-speaking patients. In this course, students will explore a series of dialogues, exercises, vocabulary building strategies, and cultural notes in order to better communicate with their Spanish speaking patients in a wide variety of health care fields. Technical material, medical terminology, and grammatical terms are fully integrated into the course. Students will learn to explain procedures, medications, and diagnoses when faced with a number of medical situations involving Spanish-speaking patients and their families.

### **Learner Outcomes**

After completing Medical Spanish, students will have learned the following material:

<b>Course Section</b>	<b>Sample Themes</b>
<b>Where does it hurt?</b>	Common ailments. Cultural note: the Spanish language.
<b>How are you feeling?</b>	Describing how someone feels, places in the hospital, telling where something is located, physical description, the family.
<b>The body</b>	The human body. Titles and direct address. Tests and procedures.
<b>Food and nutrition</b>	Foods and nutrition. Cultural note: Hispanic cuisine. What is he/she complaining about?
<b>What time is it?</b>	Parts of the head. Expressions of time. Cultural note: herbal medicine.
<b>Contagious diseases and clinical histories</b>	Diseases and ailments. Recovery. Cultural note: folk medicine. Common commands for the Examining Room.
<b>In the hospital</b>	The organs. How to say you like something. Sleep. Illnesses in the hospital.
<b>The Emergency Room</b>	Emergency situations. Cultural note: honor and pride. Discussing symptoms.
<b>Drugs and alcoholism</b>	Drugs and alcohol. Drugs and the Emergency Room. Cultural note: drug-related jargon.
<b>Maternity</b>	Pregnancy. Vocabulary focus: contraception. Cultural note: the midwife in Hispanic culture.
<b>Postnatal care and pediatrics</b>	Postnatal care. Pediatrics. Childhood diseases and vaccinations. Cultural note: the importance of names.
<b>Chronic illnesses and degenerative diseases</b>	Cancer. AIDS. Discussing chronic illnesses. Cultural note: Arabic influence on the Spanish language.
<b>Tests and procedures</b>	Anesthesiology. Common medical tests and diagnostic procedures. Cultural note: superstitions in Hispanic culture.
<b>The dentist, the physical therapist, and the optometrist</b>	Dentists and dentistry. Physical therapy. Optometry and the optometrist. Cultural note: Latinos in the hospital settings.

### **Informal Assessment**

The instructor will informally assess your progress throughout the duration of the course to ensure that you are meeting the course objectives. Additionally, the instructor will provide feedback regarding your performance and progress on any oral or written components completed during the course.



Program: Accelerated Professional Program  
 Course: APP Spanish 1  
 Level: Beginner  
 Length: 100+ units

**Course Description**

The Accelerated Professional Program is for students who need to learn or improve their Spanish fluency for business purposes in order to communicate successfully in today’s business world. APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this high-beginner course, you will learn to effectively conduct basic business and social activities and tasks in Spanish by combining the four primary language skills: speaking, listening, reading, and writing. You will be able to use the most common structures and verb tenses. Sample themes include business trips, at the bank, at the travel agency, business meals, economic situation, and strategic meeting.

**Learner Outcomes**

After completing APP Spanish 1, students will be able to:

1. Speak using simple and polite phrases, short sentences, and basic questions to handle basic business and everyday communication needs, such as introductions, exchanging personal information, asking and giving directions while travelling, engaging in social activities, and ordering from a menu.
  - Use business-related vocabulary and speak about the present, past, and future with a number of verbs in questions and statements in both the affirmative and negative
  - Can describe and compare people, places, things, daily habits and state opinions
  - Can tell time, share work details, make predictions, and arrange appointments and meetings
2. Listen to and understand someone speaking slowly and deliberately to express personal information, give instructions or directions to a nearby location, and discuss common topics that are familiar or unfamiliar.
  - Can generally understand speech in social and professional situations where the present, past, and future are used, but frequently needs to have words or phrases repeated
3. Read and understand basic Spanish commonly encountered in the environment to address immediate survival needs, such as menus, maps, advertisements, schedules, financial figures, and basic correspondence.
  - Can comprehend short printed materials to get the main idea (travel brochures, magazines, memos)
4. Write a basic response on a given or familiar topic using simple sentences in the present, past, and future, a list or schedule, an e-mail to confirm, complain, or request information, a letter describing personal or professional details, and a short report on working habits.
  - Can use business-related vocabulary and distinguish between the past, present, and future with a number of verbs to write simple sentences and questions

**Formal Assessment** - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua APP Spanish 1 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points
Pass: 31 to 50 points total			Fail: under 31 points total	
Score Ranges: Excellent (44-50 points)		Very Good (38-43 points)		Good (31-37 points)

After book unit 30, the inlingua APP Spanish 1 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points
Pass: 50 to 80 points total			Fail: under 50 points total	
Score Ranges: Excellent (70-80 points)		Very Good (60-69 points)		Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program  
 Course: APP Spanish 2  
 Level: Low Intermediate  
 Length: 100+ units

**Course Description**

The Accelerated Professional Program is for students who need to learn or improve their Spanish fluency for business purposes in order to communicate successfully in today’s business world. APP emphasizes the development of practical language skills with a focus on business-related themes, vocabulary, and grammatical structures. The instructor will tailor the course to meet your individual needs, and you will participate in stimulating conversations and real-life business scenarios. In this low intermediate course, you will be challenged to use more complex structures, verb tenses, and advanced vocabulary in high-level debates and conversations. You will be able to satisfy social demands as well as general work requirements. Sample themes include expanding the business, job interviews, visiting clients, investments, presentation reports, and the Spanish-speaking world.

**Learner Outcomes**

After completing APP Spanish 2, students will be able to:

1. Speak in polite conversations during routine social and professional situations about current and past events, work, family, friends, and autobiographical information as well as prepare a short presentation.
  - Use business-related vocabulary and speak about the present, past, and future with a number of verbs in questions and statements in both the affirmative and negative
  - Can describe people, places, things, actions, past experiences, and future goals in detail
  - Can share opinions, make predictions, communicate on the phone, and make suggestions
  - Can speak and complain politely, use reported speech, participate in a meeting, and apply for a job
2. Listen to and understand someone speaking normally in routine social and professional interactions and when conducting basic business transactions either in person or on the telephone.
  - Can generally understand normal speech in the present, past, and future tenses, but occasionally needs to have words or phrases repeated
3. Read and understand Spanish commonly encountered in everyday social and business environments, such as menus, road signs, advertisements, schedules, travel guides, magazine articles, agendas, and office memos.
  - Can comprehend printed texts with multiple paragraphs to get the main idea and supporting details
4. Write a response on a given topic using simple sentences in the past, present, and future tenses, basic business correspondence including letters and e-mails, a complaint or apology letter, and a résumé/CV and cover letter.
  - Can use business-related vocabulary and distinguish between the past, present, and future with a number of verbs to write simple sentences and questions

**Formal Assessment** - Your progress will be assessed at the halfway point and end of your course.

After book unit 15, the inlingua APP Spanish 2 Progress Test will be administered with the following scale:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	10 points	10 points	5 points	10 points

Pass: 31 to 50 points total  
 Fail: under 31 points total  
 Score Ranges: Excellent (44-50 points) Very Good (38-43 points) Good (31-37 points)

After book unit 30, the inlingua APP Spanish 2 Achievement Test will be administered. Your score will be recorded as a Pass or Fail according to the following Marking Scheme:

Grammar and Vocabulary	Reading	Listening	Writing	Speaking
15 points	20 points	15 points	10 points	20 points

Pass: 50 to 80 points total  
 Fail: under 50 points total  
 Score Ranges: Excellent (70-80 points) Very Good (60-69 points) Good (50-59 points)

Students who pass the test demonstrate that they have made the expected improvement in language proficiency and will advance to the next level. Students who fail to attain a passing score must repeat the current level before advancing to the next level.



Program: Accelerated Professional Program Modules  
Language: Spanish  
Course: Basic/Advanced Business Correspondence  
Level: Basic for GPP/APP Level 2 and Advanced for GPP/APP Level 3  
Length: 26+ units

### **Program Description**

The Accelerated Professional Program can be enhanced by classes from any of our APP Business Modules. APP Modules are specialized, individually-tailored, non-intensive language courses of typically short duration for students at an intermediate or advanced level who wish to improve specific communication skills with business-oriented language training. We will assess each student's current capabilities, goals, and language learning style in order to develop a course that best meets his or her needs. APP Modules can be taken individually or as a supplement to other inlingua language courses.

### **Course Description**

The Business Correspondence module is designed for students who need to improve their ability to write effective business letters, faxes, or e-mails in Spanish. You will learn the structures, expressions, and procedures commonly used in business writing, as well as how to communicate clearly and effectively through written documents. Sample themes include claim letters, customer relations letters, requesting information, cover letters, collection letters, and providing information. This module is available in both a basic and an advanced format.

### **Learner Outcomes**

After completing Basic/Advanced Business Correspondence, students will be able to:

1. Write e-mails, faxes, and formal and informal letters.
  - Label correspondence for routing and circulation, open and close formal and informal messages, and refer to attachments and enclosures
2. Refer to a subject or previous contact and thank the sender.
  - Confirm business arrangements/discussions/travel arrangements/agreements, describe responsibilities and contingency plans, refer to oral agreements, and invite confirmation of agreement
3. Make and respond to inquiries.
  - Request information or assistance, respond to requests for information, offer assistance, make arrangements for future contact, reply to questions, and request confidentiality
4. Use the right tone and register in correspondence.
  - Draw attention to unsatisfactory circumstances, express concern and dissatisfaction, demand action, make apologies, express regret, describe reasons for problems, describe consequences, give assurances, express pleasure, and express thanks
5. Exert pressure and express authority.
  - Intensify language, refer to earlier correspondence/claims/accusations, highlight problems, give ultimatums, respond with disagreement, emphasize the terms of agreements, link and contrast to build arguments
6. Communicate clearly with appropriate construction and layout of messages.
  - Use abbreviations and abbreviated language, use bullets and headings, and create short and clear messages

### **Informal Assessment**

The instructor will informally assess your progress throughout the duration of the course to ensure that you are meeting the course objectives. Additionally, the instructor will provide feedback regarding your performance and progress on any oral or written components completed during the course.



Program: Accelerated Professional Program Modules  
Language: Spanish  
Course: Basic/Advanced Telephone Communication  
Level: Basic for GPP/APP Level 2 and Advanced for GPP/APP Level 3  
Length: 26+ units

### **Program Description**

The Accelerated Professional Program can be enhanced by classes from any of our APP Business Modules. APP Modules are specialized, individually-tailored, non-intensive language courses of typically short duration for students at an intermediate or advanced level who wish to improve specific communication skills with business-oriented language training. We will assess each student's current capabilities, goals, and language learning style in order to develop a course that best meets his or her needs. APP Modules can be taken individually or as a supplement to other inlingua language courses.

### **Course Description**

Telephone communication is one of the most difficult tasks for many non-native Spanish speakers since they cannot rely on body language and facial expressions to aid comprehension. The Telephone Communication module will teach students the vocabulary, structures, and idiomatic expressions commonly used in telephone conversations. You will practice the listening skills necessary for telephone conversations while learning to speak clearly so that others may understand you while on the phone. Sample themes include beginning and ending calls, repetition and clarification, expressing feelings and reactions, calling new contacts, overcoming barriers, and taking part in conference calls. This module is available in both a basic and an advanced format.

### **Learner Outcomes**

After completing Basic/Advanced Telephone Communication, students will be able to:

1. Begin and end telephone calls.
  - Answer the telephone, greet acquaintances, give and inquire about identity, exchange contact details, direct calls and put calls on hold, refer to the subject of calls, ask for repetition and clarification, rephrase information, and close politely
2. Deal with taking and leaving messages.
  - Ask and offer to leave a message, leave a message, pass on a request, promise to pass on a message, report a message/conversation, express opinions about a message/conversation, and return a call
3. Make arrangements.
  - Volunteer to take action, request follow-up action, describe follow-up action, arrange future contact, discuss availability, suggest dates and times for meetings, make/finalize/change arrangements, describe responsibilities, check for mutual understanding, and request confirmation
4. Emphasize and reinforce ideas and feelings to get the message across.
  - Check that assumptions, express surprise and disbelief, react neutrally, react to good and bad news, express degrees of agreement and disagreement, express support, question opinions and decisions, and make and invite suggestions and recommendations
5. Handle the challenges of calling new contacts, taking part in conference calls, and maintaining longer calls.
  - Make formal introductions, describe the purpose of a call, outline a call agenda, enter discussions, and make and deal with interruptions.
6. Prepare for calls, overcome language barriers, and follow-up calls in writing.

### **Informal Assessment**

The instructor will informally assess your progress throughout the duration of the course to ensure that you are meeting the course objectives. Additionally, the instructor will provide feedback regarding your performance and progress on any oral or written components completed during the course.