TEACHING GUIDE - 2026-2027

CIM: Dynamic Meeting Skills

UGRA_001115

Departments	ELC - English Section
Teaching Languages	English
ECTS	2
Teacher responsible	Lydia Frances Muriel Pollock - lydia.pollock@esade.edu

Course Goals

The course will focus on the following areas: the conventional elements involved in leading and participating in formal business meetings. These include: agenda setting, chairing, and managing turn-taking of participants; problem-solving meetings, informal discussion meetings, informational and administrative meetings and disciplinary meetings; minute taking and follow-up action texts.

All four skills will be activated with a view to increasing control and confidence in language use. This involves focusing on a series of more specific objectives during the course:

Prerequisits

To have a level equivalent to English 2 or higher. CEFR level C1

Teaching methodology

Simulations and role-plays

Simulations and role-plays to develop good business meeting practices; practice in a range of roles such as that of leader, moderator, participant, scribe, devil's advocate.

Authentic meetings samples

Listening to and viewing authentic meetings samples for feedback and self-evaluation; defining what it is to be an effective communicator; briefing and preparation

Organisational discourse

Individual or group work leading to idea creation and assessment of possible solutions

Video recordings, films and live performances

Critical viewing of video recordings, films and live performances

Sharing Information

Reading of related texts, self study and discussion in class; sharing

information; relevance and linkages of problems in a business context

Assessment

Tool	Assessment tool	Category	Weight %
Other	1st Attempt: Class Participation	Ordinary round	30.00%
Learning journal	1st Attempt: Course Journal	Ordinary round	30.00%
Written and/or oral exams	1st Attempt: Final Meeting Assessment	Retake and ordinary round	40.00%
Other	80% attendance mandatory to sit the final exam.	Ordinary round	
Written and/or oral exams	2nd, 3rd and 4th attempts: Final meting evaluation	Retake	100.00%

PROGRAMS

AI26S-Exchange Program Bachelor in Business and Artificial Intelligence (Undergraduates: Business)
- AI26S Year 1 (Optative)

B13-Exchange Program Bachelor of Business Administration (BBA) (Undergraduates: Business)
- B13 Year 1 (Optative)

B13S-Exchange Program Bachelor of Business Administration (BBA) (Undergraduates: Business)
- B13S Year 1 (Optative)

BBA20-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA20 Year 2 (Optative)
- BBA20 Year 3 (Optative)
- BBA20 Year 1 (Optative)
- BBA20 Year 4 (Optative)

BBA23-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA23 Year 3 (Optative)
- BBA23 Year 1 (Optative)
- BBA23 Year 4 (Optative)
- BBA23 Year 2 (Optative)

BBA25-Bachelor of Business Administration (BBA) (Undergraduates: Business)
- BBA25 Year 2 (Optative)
- BBA25 Year 3 (Optative)
- BBA25 Year 1 (Optative)

DBAI23-Double Degree in Business Administration and Artificial Intelligence for Business (Undergraduates: Business)
- DBAI23 Year 1 (Optative)
- DBAI23 Year 4 (Optative)
- DBAI23 Year 2 (Optative)
- DBAI23 Year 3 (Optative)

DBAI25-Double Degree in Business Administration and Business and Artificial Intelligence (Undergraduates: Business)
- DBAI25 Year 2 (Optative)
- DBAI25 Year 3 (Optative)
- DBAI25 Year 1 (Optative)
- DBAI25 Year 4 (Optative)