



Universidad
Politécnica
de Cartagena



Centro
Universitario
de la Defensa

Course Description:

ENGLISH FOR MANAGEMENT

Degree:

Industrial Organization Engineering Degree

Course: 2014/2015

1. General Information about the subject.

Name	English for Management				
Course field	Foreign Languages				
Module	Compulsory subjects.				
Code	511101008				
Degree Programme	Industrial Organization Engineering Degree				
Curriculum	2009 (Decreto 269/2009 31st July)				
Centre	University Centre of Defence at the Spanish Air Force Academy				
Type	Compulsory				
Duration	Four-month course	Semestre	1st	Course	4th
Language	English				
ECTS	4,5	Hours / ECTS	25	Total workload (hours)	112,5

2. Teaching Staff Contact Details

Lecturer	PhD Florentina Nicolás Conesa		
Department	Foreign Languages Department		
Area of expertise	Foreign Languages		
Office location	University Centre of Defence		
Phone number	968189933	Fax	
E-mail	flori.nicolas@ cud.upct.es		
URL / WEB	UPCT virtual class		
Office hours (supervision)	Tuesdays and Thursdays: 13.00-14.30		
Office hours location	Office CUD		

Job title	Ayudante
Teaching experience	Thornton College University of Murcia. Faculty of Arts. University of Murcia. Faculty of Education. ISEN Centro Universitario Centro Universitario de la Defensa
Research lines	Applied linguistics Second and foreign language acquisition Writing processes and written products Students' cognition, learning and teaching The language learning potential of writing Nature and effects of written feedback on L2 language learning
Professional experience	Researcher in national research projects Research student at the University of Murcia Visiting scholar at Nottingham Trent University. Faculty of Social Sciences. Visiting scholar at the University of Amsterdam. Faculty of Arts. Visiting scholar at the University of Amsterdam. Faculty of Social Sciences.

Lecturer	Antonio Daniel Juan Rubio
Department	Foreign Languages Department
Area of expertise	Foreign Languages
Office location	Centro Universitario de la Defensa

Phone number	968189908	Fax	968189970
E-mail	antonio.juan@ cud.upct.es		
URL / WEB	UPCT virtual class		
Office hours (supervision)	Tuesdays & Thursdays from 19.00 to 20.00		
Office hours location	Office CUD /Language Lab.		

Job title	Asociado
Teaching experience	Secondary Education (12 years) University of Alicante (2 years) Centro Universitario de la Defensa (4 years)
Research lines	History & Culture Didactic process of FL teaching
Professional experience	
Other interests	

3. Subject Description

3.1. General description

The subject English for Management is intended to provide the students with the oral and written skills necessary towards the development of the C1 competences according to the Common European Framework of Reference for Languages as established by the Council of Europe.

In order to evaluate the previous knowledge of our students, different diagnostic tests on both the oral and written skills will be carried out at the beginning of the course. At the same time, these tests will guarantee the correct training in the grouping tasks. The subject of English for Management has a practical character and its aim is that students are able to know how to communicate in the target language in everyday situations in their daily work routine: face to face oral conversations with colleagues, phone conversations or writing formal letters and emails.

This course reflects a view of language proficiency in terms of a language user's overall communicative ability. At the same time, for the purpose of practical language assessment, the four main skills (reading, writing, listening and speaking) are fully recognized, and each one is assessed in a test component together with a part devoted to use of English where students show their study of the language in terms of the grammar and vocabulary seen throughout the course.

3.2. How the subject contributes to a professional career

The English language emerges as an essential and core communication tool in the future labour and professional outcome of our students. Taking into account the *Common European Framework of Reference for Languages*, this course aims at developing students' ability to use the English language they have learned insofar and to broaden their oral and written skills.

3.3. Relationship with other subjects

The subject English for Management shall tangle together, fitting perfectly well, with the rest of language areas in the official programme of “Industrial Organization Engineering Degree” from previous courses.

3.4. Incompatibilities defined in the programme

It is compulsory to have passed *Technological English II*.

3.5. Recommendations

Students are expected and required to hold B2 level previous knowledge of the area for the proper development of the curriculum according to the Common European Framework of Reference for Languages.

3.6. Special Foreseen Measures

Special measures will be adopted to allow learners to combine this course with military training activities. More specifically, individual and group tutorials will be scheduled. E-tutorials will also be available during the whole academic year through Aula Virtual and email.

4. Competences and Learning Outcomes

4.1. Basic curricular competences related to the subject

The specific competences of the course shall aim towards the development of the capacity and capability for the use of both written and spoken English using known familiar vocabulary to them and taking into account the existing cultural differences in the use of language. In the vocabulary field, students will come across some industrial and military management issues.

4.2. General curricular competences related to the subject

INSTRUMENTAL COMPETENCES

- ☒ T1.4 Oral and written comprehension skills in a foreign language
- ☒ T1.6 Information management ability

PERSONAL COMPETENCES

- ☒ T2.1 Critical and self-critical ability
- ☒ T2.2 Team work
- ☒ T2.3 Interpersonal skills
- ☒ T2.6 Ability to deal with diversity and multiculturalism
- ☒ T2.7 Ability to work in an international environment

4.3. Specific curricular competences related to the subject

PROFESSIONAL COMPETENCES

- ☒ E2.3 Capacity to resolve problems with personal initiative, decision-taking creativity, critical thinking and to communicate and transmit knowledge, abilities and skills.

OTHER COMPETENCES

- ☒ E3.1 Labour experience throughout convention university – enterprise.
- ☒ E3.2 International experience throughout mobility programs

4.4. Transversal curricular competences related to the subject

SYSTEMIC COMPETENCES

- ☒ T3.1 Ability to apply theory to practice
- ☒ T3.2 Learning ability
- ☒ T3.3 Ability to adapt to new situations
- ☒ T3.6 Knowledge of other cultures and customs

4.5. Subject learning outcomes

At the end of this four-month course, students shall be able to:

- Understand a wide range of demanding, longer texts, and recognize implicit meaning.
- Express ideas fluently and spontaneously.
- Use language flexibly and effectively for social, academic and professional purposes.
- Produce clear, well-structured, detailed texts on complex subjects, showing controlled use of organizational patterns, linking words and cohesive devices.

5. Contents

5.1. Contents according to the Degree Programme

The Degree Contents of the Official Programme shall be taught by means of vocabulary, grammar, translation, oral and written comprehension exercises, and oral and written expression tasks according to the Common European Framework of Reference for Languages at a similar or equal level to the SLP Military “3333”. In fact, exercises will be taken from exams sharing the pattern of SLP so that students can become familiarized with that format and they can be more prepared to face this exam. The practice of different exercises similar to the SLP exam will be combined with guidelines that the lecturers will give to students.

Finally, some industrial and military management vocabulary will also be taught and worked on in class throughout the course.

5.2. Theoretical Programme

▪ Vocabulary

- Personality adjectives
- Easily confused words
- Phrasal verbs
- Expressions with animals
- Health and fitness
- Verbs of movement
- Word formation
- Crime and punishment
- Expressions related to business
- Words connected with shopping
- Art and entertainment
- Expressions related to the Earth and the World

▪ **Grammar:**

- Review of tenses
- Gerunds and infinitives
- Direct and reported speech
- Modal verbs expressing ability, possibility and obligation
- Participle clauses
- Conditional sentences
- Passive voice
- Mixed conditionals and wishes
- Comparatives and superlatives
- Expressing emphasis
- Expressing purpose, reason and result
- Expressing possibility, probability and certainty
- Verbs followed by to + infinitive or the –ing form
- Ways of contrasting ideas
- Comment adverbials

▪ **Socio-cultural**

- Know the system that underlies a user's communicative language ability
- Value and appreciate the different socio-cultural realities
- Participate quite actively in the foreign culture
- Get used to unfamiliar accents, cultural allusions and jokes

▪ **Writing**

- Write formal letters
- Write a proposal
- Write a contribution
- Write an essay
- Write a magazine article
- Write a report
- Write a review
- Write enquiry, complaint, request, report or application letters
- Write an email to a friend

▪ **Reading**

- Magazine and newspaper articles
- Articles and essays
- Academic texts
- Scientific texts

5.3. Practical Programme

Speaking Skills:

- Introduce oneself
- Routine situations of everyday life
- Casual conversations
- Narrations in the present/ past and future tense
- Physical descriptions
- Discuss about abstract or cultural topics
- Talk about sensitive or complex issues
- Compare/ contrast/ state facts by means of straightforward arguments
- Give a presentation
- Answer unpredictable questions
- Present and justify opinions
- Handle probing questioning
- Give instructions/ directions

Listening Skills:

- Understand arrangement details
- Cope with everyday life
- Take part in a variety of casual conversations
- Understand what is available on TV, radio, films or plays
- Understand what takes place in meetings
- Follow arguments for and against
- Follow what is said in a lecture or presentation
- Understand colloquial language

5.4. Syllabus in English

The subject ***English for Management*** is intended to provide the students with the oral and written skills necessary towards the development of the C1 competences according to the Common European Framework of Reference for Languages as established by the Council of Europe.

5.5. Detailed description of learning goals for every teaching module

The main objective of the course is to develop the four language skills: speaking, listening, reading and writing.

Theoretical Programme

UNIT 1 – *What are you like*

Grammar:

- Review of tenses.
- Modal verbs

Reading Comprehension: *Finding the Real You.*

Vocabulary:

- Character adjectives.
- Expressions with luck

Use of English:

- Word formation.
- Gapped sentences.

Management:

- Reading: *What is management?*
- Summary: email.

UNIT 2 –Customs and traditions**Grammar:**

- Gerunds and infinitives.
- Relative clauses

Reading Comprehension: *Festival in the desert.***Vocabulary:**

- Easily confused words.
- Word formation

Use of English:

- Open cloze.
- Key word transformations

Management:

- Reading: *Satisfiers and Motivators*
- Summary: email.

UNIT 3 – Looking Ahead**Grammar:**

- Future forms
- Conditional sentences

Reading Comprehension: *Themed texts.***Vocabulary:**

- Phrasal verbs.
- Expressions with age

Use of English:

- Multiple choice cloze
- Gapped sentences

Management:

- Reading: *Wikinomics and the future of companies*
- Notes for a presentation

UNIT 4 – *Into the wild.*

Grammar:

- Past tenses
- Direct and indirect speech

Reading Comprehension: *Saviours of the seas.*

Vocabulary:

- Expressions with animals.
- Health and fitness

Use of English:

- Open cloze.
- Gapped sentences

Management:

- Reading: *Managing across cultures*
- Autobiographical text

Practical Programme

UNIT 1 – *What are you like*

Listening Comprehension:

- Multiple matching.

Speaking Skills:

- Expressing personal views

Management Listening:

- What makes a good manager?

Management Speaking:

- Selecting a Chief Operating Officer

UNIT 2 – *Customs and traditions*

Listening Comprehension:

- Short extracts.

Speaking Skills:

- Speculating

Management Listening:

- Managers and motivation

Management Speaking:

- A car manufacturer

UNIT 3 – *Looking ahead***3 Listening Comprehension:**

- Multiple choice

Speaking Skills:

- Talking about the future

Management Listening:

- Big and small companies

Management Speaking:

- Presenting a company

UNIT 4 – *Into the wild***Listening Comprehension:**

- Sentence completion.

Speaking Skills:

- Inviting your partner to speak

Management Listening:

- Managers, authority and cultural diversity

Management Speaking:

- Welcoming colleagues

6.1. Teaching Methodology

Activity	Teaching techniques	Student workload	HOURS
Theoretical Classes	Teacher's explanation of the subject and student's follow-up of classes	<u>Attendance</u> : regular attendance to classes and active participation	30
		<u>Non-attendance</u> : individual study	32.5
Practical Classes (Language Laboratory)	Pronunciation and intonation. Oral comprehension Tasks based on general and specific vocabulary (the latter being about industrial and military management)	<u>Attendance</u> : regular attendance to lectures and active participation in laboratory classes	17
Autonomous work	Preparation of tasks	<u>Non-attendance</u> : activities check-out and follow-up of individual tasks and study	22.5
Individual Tutorials	Student's clearing up of doubts and queries upon request	<u>Attendance</u> : clearance of individual doubts and queries	7.5
Individual Assessment	Oral and written assessment	<u>Attendance</u> : exam	3
			112.5

6.2. Learning Outcomes/ Learning Activities

Learning Outcomes							
Learning Activities	Theoretical Classes	Practical Classes	Tutorials	Individual Study	Tasks	Formative Evaluation	Final Assessment
Spoken production/interaction C1 CEFR	■	■	■	■	■	■	■
Writing C1 CEFR	■	■	■	■	■	■	■
Listening Comprehension C1 CEFR	■	■	■	■	■	■	■
Reading Comprehension C1 CEFR	■	■	■	■	■	■	■

7. Assessment.

7.1. Assessment Criteria

Activity	Type		Assessment methods and criteria	Weighting (%)	Assessed Learning Outcomes
	Summative	Formative			
Individual Evaluations	■		Oral and written evaluation of both the theoretical and practical contents of the course through an/several exams. It is necessary to obtain a 5 in each skill: Speaking, Listening, Writing, Reading and Use of English in order to pass the subject.	80%	T1.4, T2.4, T2.6, T2.7, T3.1, T3.2, T3.4, T3.6,
Practical Tasks		■	Compulsory hand-out of exercises. Participation in the class dynamics and activities. Practical application of the knowledge acquired in class	20%	T1.4, T1.6, T2.1 T2.2, T2.3, T2.6, T2.7, T3.1, T3.2, T3.3, T3.6
				100%	T1.4, T1.6, T2.1 T2.2, T2.3, T2.6, T2.7, T3.1, T3.2, T3.3, T3.6

NOTE: In order to pass the course, it will be required to obtain 5 out of 10 points in the oral exam, listening comprehension exam and written exam.

7.2. Control and Monitoring Methods

- **Individual Tasks:** An individual assessment will be carried out both at the beginning (initial evaluation) and at the end of the course (summative evaluation) in order to check-out the student's progress. This assessment will cover up the oral expression and comprehension as well as the written expression and comprehension.
- **Formative Evaluation:** This evaluation will be measured taking into account the individual and active participation in the different class activities and tasks.
- **Practical Tasks:** It will be compulsory on the students' side to develop and present on due time the different practical tasks which will be required, prior to the final assessment date.

8 Resources and Bibliography

8.1. Basic Suggested Bibliography

Brook-Hart, Guy & Simon Haines. Complete CAE Student's Book. Cambridge: Cambridge University Press, 2009.

Cunningham, Gillie & Jan Bell. Face2Face Advanced Student's Book. Cambridge: Cambridge University Press, 2011.

Gude, Kathy & Mary Stephens. CAE Result Student's Book. Oxford: Oxford University Press, 2008.

MacKenzie, Ian. English for Business Studies. Cambridge: Cambridge University Press, 2010.

O'Dell, Felicity, Cambridge English Advanced Trainer. Cambridge: Cambridge University Press, 2012.

Saiz, Cristina & Rosario Gordo. Método de preparación para los exámenes de SLP de inglés en las fuerzas armadas: Nivel 3. Zaragoza: Mira, 2003.

Wilson, J.J. & Antonia Clare. Total English Advanced Student's Book. London, Pearson Longman, 2007.

8.2. Supplementary Bibliography

Diccionario Bilingüe Cambridge Compact Spanish-English (Paperback with CD-Rom).

Cambridge: Cambridge University Press. 2009.

Hewings, Martin. Advanced Grammar in Use. Cambridge: Cambridge University Press, 2008.

Oxford Advanced Learner's Dictionary. Oxford: Oxford University Press, 2012.

Swan, Michael & Catherine Walter. Oxford English Grammar Course Advanced. Oxford: Oxford University Press, 2009.

8.3. Web and Other Resources

▪ Listening

<http://www.world-english.org/listening.htm>

<http://www.bbc.co.uk/radio/>

<http://www.af.mil>

<http://www.anglik.net/>

- **Pronunciation**

<http://www.fonetiks.org/>

http://www.oddcast.com/home/demos/tts/tts_example.php?sitepal

- **Reading**

<http://www.short-stories.co.uk/>

<http://themoonlitroad.com/>

- **Writing**

<http://www.eslbee.com/>

<http://www.autoenglish.org/writing.htm>

On-line dictionaries:

<http://www.collinsdictionary.com/>

<http://dictionary.cambridge.org/17>

<http://www.wordreference.com/es/en/translation.asp?spen=diccionario+biling%C3%BCe>

<http://prowritingaid.com/Free-Online-Collocations-Dictionary.aspx>

<http://www.thefreedictionary.com/>

<http://www.urbandictionary.com/>