



Universidad
Politécnica
de Cartagena



Centro
Universitario
de la Defensa

Course Description:

ENGLISH FOR MANAGEMENT

Degree:

Industrial Organization Engineering Degree

Academic Year: 2016/2017

1. General Information about the course.

Name		English for Management			
Course field		Foreign Languages			
Module		Compulsory courses.			
Code		511104002			
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	Inmaculada Arboleda Guirao PhD		
Department	Foreign languages department		
Area of expertise	English Language		
Office location	Office 32 - CUD		
Phone	968189934	Fax	968189970
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URL/Web	UPCT virtual class (www.upct.es)		
Office hours (for supervisions)	See Virtual class		
Office hours location (for supervisions)	Office 32-CUD		
Job title	Assistant professor		
Teaching experience	<p>Research student (University of Murcia) English lecturer (Department of English Studies, University of Murcia / University Centre of Defence-San Javier) Lecturer at UNED Lecturer at ICE (Institute of Education Sciences) Visiting scholar at the University of Alicante Visiting scholar at the University of Almería Visiting scholar at the University of Leeds Visiting scholar at the University of Grenoble</p>		
Research interests	Phonetics and phonology, phono-stylistics, psycholinguistics, applied linguistics		
Professional experience	Contracts in research projects, English interpreter		

Lecturer	Florentina Nicolás Conesa PhD		
Department	Foreign languages department		
Area of expertise	English Language		
Office location	Office CUD		
Phone	968 18 99 58	Fax	968189970
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URL/Web	UPCT virtual class (www.upct.es)		
Office hours (for supervisions)	See virtual class		
Office hours location (for supervisions)	Office 45 CUD		
Job title	Assistant professor		
Academic and Research Profile	English degree PhD in Applied Linguistics. University of Murcia		
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 interests	Applied linguistics Second and foreign language acquisition Writing processes and written products Students' cognition, learning and teaching The 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.		

3. Course Description

3.1. General description

The course 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.

This course aims at developing students' communicative competence at a C1 level taking into account the four language skills (reading, writing, listening and speaking), as well as grammar and vocabulary. In addition, the course will cover vocabulary specific to the field of business management and military terminology.

An initial placement test will be done at the beginning of the course so as to measure and evaluate the students' previous knowledge and four language skills. This diagnostic test will enable the correct grouping of the students for the different daily tasks.

3.2. How the course contributes to a professional career

Taking into account the *Common European Framework of Reference for Languages*, this course aims at developing students' ability to use the English language in their military career and to broaden their oral and written skills at a C1 level.

3.3. Relationship with other courses

The English language is an essential communication tool in the students' future professional context fitting in perfectly well with the rest of the courses of the degree

3.4. Incompatibilities defined in the programme

In order to pass *English for Management* it is compulsory to have passed *Technological English II*.

3.5. Recommendations

Students are required to have a B2 level before starting the current course.

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.

4. Competences and Learning Outcomes

4.1. Basic curricular competences related to the course

BC1. Students must know and understand a field of study that has its basis in secondary education for which advanced textbooks are used. In addition, students must also be acquainted with avant-garde knowledge of their field of study.

BC2. Students must know how to professionally apply their knowledge to their work or vocation and have the skills to make and defend arguments and solve problems in their field of study.

BC3. Students must have the ability to collect and interpret important data (normally within their area of study) in order to make judgements considering relevant social, scientific or ethical issues.

BC4. Students must be able to transmit information, convey ideas, and describe problems and solutions to a specialised and non-specialised audience.

BC5. Students must have developed the learning abilities needed to undertake subsequent studies with a high degree of autonomy.

4.2. General curricular competences related to the course

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 course

4.4. Transversal curricular competences related to the course

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. Learning outcomes

By the end of the course, students will have developed their receptive (i.e. listening and reading) and productive (i.e. writing and speaking) skills, grammar, and vocabulary at a C1 level according to the *Common European Framework of Reference for Languages*. In addition, students will have also learned some vocabulary about military English and about business management.

5. Contents

5.1. Contents according to the Degree Programme

The contents include a wide range of activities about vocabulary, grammar, translations, reading, listening, writing and speaking following the Common European Framework for the teaching of languages at a C1 level. Students will also be taught some vocabulary about business management. In addition, students will also be taught some military English by the USAF staff.

5.2. Theoretical Programme

- **Vocabulary**

- Business management
- Company structure
- Work and motivation
- Recruitment
- Easily confused words
- Phrasal verbs
- Collocations
- Idioms
- Word building
- Prepositions

- **Grammar:**

- Review of tenses
- Gerunds and infinitives
- Inversion after negative adverbials
- Relative clauses
- Direct and reported speech
- Modal verbs expressing ability, possibility and obligation
- Passive voice
- Expressing purpose, reason and result

- Expressing possibility, probability and certainty

5.3. Practical Programme

The practical sessions will be devoted to the development of students' listening and speaking skills using a wide range of material from textbooks and Internet resources at a C1 level.

5.4. Syllabus in English

The course ***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

The main objective of the course is to develop the four language skills: speaking, listening, reading and writing at a C1 level.

6.1. Teaching Methodology

Activity	Teaching Techniques	Student’s workload	HOURS
Theoretical sessions	Explanation of contents and guidance for the completion of activities	<u>Attendance</u> : attendance and active participation	30
Practical sessions	Guidance for the completion of activities	<u>Attendance</u> : attendance, active participation, and completion of activities in class	15
		<u>Non-attendance</u> : Previous preparation of practical activities before the sessions	9
Individual tasks	Provision of feedback and guidance	<u>Attendance</u> : completion of individual tasks on reading, listening and use of English in class	10
		<u>Non-attendance</u> : preparation of individual tasks and writing activities at home	18
Tutorials	Guidance	<u>Attendance</u> : attendance to tutorials	5.5
Assessment	Preparation of exams and evaluation	<u>Attendance</u> : Exams	5
		<u>Non-attendance</u> : preparation of exams	20
TOTAL			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	■	■	■	■	■	■	■
Grammar and Vocabulary C1 CEFR	■	■	■	■	■	■	■

7. Assessment.

7.1. Assessment Criteria

Instruments of assessment		Type		Assessment criteria	Weighting (%)	Learning Outcomes (4.5)
		Summative	Formative			
Oral exam and listening comprehension exam (listening & speaking)		■		Oral exam: Communicative competence: linguistic accuracy, correct pronunciation, fluency, clarity and coherence (syntax, semantics and pragmatics) in the presentation of contents according to the expected level in the fourth year.	15%	-Receptive and productive skills -Grammar -Management vocabulary -Military vocabulary
				Listening comprehension exam: Linguistic accuracy according to the expected level in the fourth year Quality and quantity of comprehension according to the expected level in the fourth year	15%	
Exam about use of English (grammar & vocabulary)		■		Linguistic accuracy and complexity according to the expected level in the fourth year	15%	-Grammar -Management vocabulary -Military vocabulary
Reading comprehension exam and written production exam (reading & writing)		■		Reading comprehension: Quality and quantity of reading comprehension according to the expected level in the fourth year Written production: Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (syntax, semantics and pragmatics) in the sequencing and development of logical ideas (structure) according to the expected level in the fourth year	15%	-Receptive and productive skills -Grammar -Management vocabulary
Individual tasks	Essays		■	Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (syntax, semantics and pragmatics) in the sequencing and development of logical ideas	20%	-Productive skills -Grammar -Management vocabulary

				(structure) according to the expected level in the fourth year		
	Practical activities on listening, reading and use of English		■	Listening and reading activities: quality and quantity of comprehension according to the expected level in the fourth year Linguistic accuracy according to the expected level in the fourth year Use of English: linguistic accuracy and complexity according to the expected level in the fourth year	20%	-Receptive skills -Grammar -Management vocabulary

IMPORTANT NOTE: In order to pass the course it will be compulsory to obtain 5 points out of 10 in each of the following instruments of assessment: oral exam and listening comprehension exam; use of English exam; reading comprehension exam and written production exam. In case of not obtaining 5 out of 10 points in one or several of the instruments of assessment, the final grade of the course will be the mark obtained in the individual tasks.

7.2. Control and Monitoring Methods

- **Formative evaluation:** Individual assessment will be carried out at the beginning (diagnostic tests) of the academic year in order to monitor the student's progress. Students will carry out different individual tasks related to the four language skills throughout the academic year.
- The content of the present syllabus may be adapted and expanded according to the results of the diagnostic tests.

8. Resources and Bibliography

8.1. Basic Suggested Bibliography

Brook-Hart, G., & Haines, S. (2009). *Complete CAE Student's Book*. Cambridge: Cambridge University Press.

MacKenzie, I (2010). *English for Business Studies*. Cambridge: Cambridge University Press.

May, P. (2014). *Cambridge English Compact. Advanced*. Cambridge: Cambridge University Press.

8.2. Supplementary Bibliography

Cunningham, G., & Bell, J. (2011). *Face2Face Advanced Student's Book*. Cambridge: Cambridge University Press.

Gude, K., & Stephens, M. (2008). *CAE Result Student's Book*. Oxford: Oxford University Press.

O'Dell, F. (2012). *Cambridge English Advanced Trainer*. Cambridge: Cambridge University Press.

Wilson, J.J., & Clare, A. (2007). *Total English Advanced Student's Book*. London, Pearson Longman.

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/>