Course Description:

ENGLISH FOR MANAGEMENT

Degree: Industrial Organization Engineering Degree

Academic Year: 2017/2018

1. Subject data

Name	English for Management
Course field	Foreign Languages
Module	Compulsory courses.
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. Lecturer data

Lecturer in charge	Dr. Clara Pallejá López
Department	Foreign languages department
Knowledge area	English Language
Office location	Office CUD 32
Telephone	968 18 99 09
Fax	968189970
E-mail	clara.palleja@cud.upct.es
URL/Web	UPCT virtual class (www.upct.es)
Office hours	See virtual class
Location	Office 09 CUD
Qualification/degree	Doctorate
Academic rank at UPCT	Assistant professor
Year of admission in UPCT	2017
Research line	Second language acquisition Language for Specific Purposes Reading/Writing processes and psychological determinants
Professional experience	Dpt. of Languages, Skidmore College, New York Dpt. of Languages, The University of Auckland, New Zealand Dpt. of Languages, UNITEC Institute of Technology, Auckland, New Zealand UCAM Catholic University of Murcia Centro Universitario de la Defensa

Lecturer	Dr. Florentina Nicolás Conesa
Department	Foreign languages department
Knowledge area	English Language
Office location	Office CUD
Telephone	968 18 99 09
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E-mail	flori.nicolas@cud.upct.es

URL/Web	UPCT virtual class (www.upct.es)
Office hours	See virtual class
Location	Office 09 CUD
Qualification/degree	English degree; PhD in Applied Linguistics
Academic rank at UPCT	Assistant professor
Year of admission in UPCT	2013
Research line	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	Thornton College University of Murcia. Faculty of Arts. University of Murcia. Faculty of Education. ISEN Centro Universitario Centro Universitario de la Defensa 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. Subject 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 enhanced B2 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 the enhanced B2 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 subject 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 an enhanced B2 level.

3.3. Relationship with other subjects in the programme

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 to do the subject

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

3.6. Special provisions

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 subject

KC4. Students must be able to transmit information, convey ideas, and describe problems and solutions to a specialized and non-specialized audience.

4.2. General curricular competences related to the subject

GC3. Ability to work in a multilingual environment.

4.3. Specific curricular competences related to the subject

SC27. Communicate effectively in a foreign language.

4.4. Transversal curricular competences related to the subject

CCC1. Oral and written communication skills

4.5. Subject 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 an enhanced B2 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. Curricular contents related to the subject

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 an enhanced B2 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. Theory syllabus (teaching modules and units)

5.3. Practice syllabus (name and description of every practical)

Risk prevention

Promoting the continuous improvement of working and study conditions of the entire university community is one the basic principles and goals of the Universidad Politécnica de Cartagena.

Such commitment to prevention and the responsibilities arising from it concern all realms of the university: governing bodies, management team, teaching and research staff, administrative and service staff and students.

The UPCT Service of Occupational Hazards (*Servicio de Prevención de Riesgos Laborales de la UPCT*) has published a "Risk Prevention Manual for new students" (*Manual de acogida al estudiante en materia de prevención de riesgos*), which may be downloaded from the e-learning platform ("Aula Virtual"), with instructions and recommendations on how to act properly, from the point of view of prevention (safety, ergonomics, etc.), when developing any type of activity at the University. You will also find recommendations on how to proceed in an emergency or if an incident occurs.

Particularly when carrying out training practices in laboratories, workshops or field work, you must follow all your teacher's instructions, because he/she is the person responsible for your safety and health during practice performance. Feel free to ask any questions you may have and do not put your safety or that of your classmates at risk.

5.4. Theory syllabus in English (teaching modules and units)

The course *English for Management* is intended to provide the students with the oral and written skills necessary towards the development of the enhanced B2 competences according to the Common European Framework of Reference for Languages as established by the Council of Europe.

Unit 1. International market

Unit 2. Building relationships

Unit 3. Management styles

Unit 4. Team building

Unit 5. Crisis management

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 at an enhanced B2 level.

Unit 1. International marketing
Talking about international brands
Understanding partnerships
Noun compounds and n. phrases
Idioms

Unit 2. Building relationships
Talking about building relationships in commerce: networking
Multiword verbs
Present and past tenses

Unit 3. Management styles
Discuss different aspects of management styles
Delivering a presentation
Passives, adverbs of degree

Unit 4. Team building

Talk about working in teams. Asking for opinion.
Resolving conflict.
Modal perfect. Prefixes. Dependent prepositions.

Unit 5. Crisis management
Handling crises efficiently. Complaints.
Gerunds. Conditionals. Prediction and probability

6. Teaching method

6.1. Teaching Methodology

Teaching activity	Teaching techniques	Student 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 (4.5) / teaching activities (6.1)

Learning outcomes (4.5)

Teaching activities (6.1)	Theoretical Classes	Practical Classes	Tutorials	Individual Study	Tasks	Formative Evaluation	Final Assessment
Spoken production/interaction B2 CEFR	■	■	■	■	■	■	■
Writing B2 CEFR	■	■	■	■	■	■	■
Listening Comprehension B2 CEFR	■	■	■	■	■	■	■
Reading Comprehension B2 CEFR	■	■	■	■	■	■	■
Grammar and Vocabulary B2 CEFR	■	■	■	■	■	■	■

7. Assessment

<table>
<tr><td colspan="7">7.1. Assessment method</td></tr>
<tr>
<th rowspan="2">Instruments of assessment</th>
<th colspan="2">Type</th>
<th rowspan="2">Assessment methods and criteria</th>
<th rowspan="2">Percentage (%)</th>
<th rowspan="2">Learning Outcomes (4.5)</th>
</tr>
<tr>
<th>Summative</th>
<th>Formative</th>
</tr>
<tr>
<td colspan="2">Oral exam</td>
<td>■</td>
<td></td>
<td>Oral exam:
Communicative competence: linguistic accuracy, correct pronunciation, fluency, clarity and coherence (i.e. syntax, semantics and pragmatics) in the presentation of contents according to the expected level in the fourth year.</td>
<td>12%</td>
<td rowspan="2">-Receptive and productive skills
-Grammar Technological vocabulary
-Vocabulary about military English</td>
</tr>
<tr>
<td colspan="2">Listening comprehension exam</td>
<td>■</td>
<td></td>
<td>Listening comprehension exam:
Linguistic accuracy according to the expected level in the third year.
Quality and quantity of comprehension according to the expected level in the fourth year.</td>
<td>12%</td>
</tr>
<tr>
<td colspan="2">Use of English (grammar and vocabulary)</td>
<td>■</td>
<td></td>
<td>Linguistic accuracy and complexity according to the expected level in the fourth year.</td>
<td>12%</td>
<td>-Grammar
-Technological vocabulary</td>
</tr>
<tr>
<td colspan="2">Reading comprehension exam</td>
<td>■</td>
<td></td>
<td>Reading comprehension:
Quality and quantity of reading comprehension according to the expected level in the fourth year.</td>
<td>12%</td>
<td rowspan="2">-Receptive and productive skills
-Grammar
-Technological vocabulary
-Vocabulary about military English</td>
</tr>
<tr>
<td colspan="2">Written exam</td>
<td>■</td>
<td></td>
<td>Written exam:
Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (i.e. syntax, semantics and pragmatics) in the logical sequencing and development of ideas (i.e. structure) according to the expected level in the fourth year.</td>
<td>12%</td>
</tr>
<tr>
<td>Individual tasks</td>
<td>Essays</td>
<td></td>
<td>■</td>
<td>Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (i.e. syntax, semantics and pragmatics) in the logical sequencing and development of ideas (i.e. structure) according to the expected level in the fourth</td>
<td>20%</td>
<td>-Productive skills
-Grammar Technological vocabulary</td>
</tr>
</table>

	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 third year. Linguistic accuracy according to the expected level in the third year. **Use of English:** linguistic accuracy and complexity according to the expected level in the fourth year.	20%	-Receptive skills -Grammar Technological vocabulary -Vocabulary about military English

As set forth in article 5.4 of the *Reglamento de las pruebas de evaluación de los títulos oficiales de grado y de máster con atribuciones profesionales (UPCT)*, students in the special circumstances listed in the article 5.4 are entitled to a comprehensive assessment test, upon justified request which must be granted by the Department. This does not exempt them from carrying out compulsory tasks included in the teacher's guide of the subject (official syllabus).

IMPORTANT NOTE: In order to pass the subject it will be compulsory to obtain 5 points out of 10 in each of the instruments of assessment: oral exam; listening comprehension exam; use of English exam; reading comprehension exam; written 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 subject will be the mark obtained in the individual tasks.

7.2. Control and Monitoring Methods (optional)

- **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.

Cotton, D., Favley, D. and Kent, S. (2011). *Market Leader: Business English Course Book*. Essex, U.K.: Pearson.

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/