

## 29025 - Foreign Language (English)

### Información del Plan Docente

Academic Year	2017/18
Faculty / School	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Year	4
Semester	Indeterminate
Subject Type	Optional
Module	---

### **1.General information**

#### **1.1.Introduction**

#### **1.2.Recommendations to take this course**

#### **1.3.Context and importance of this course in the degree**

#### **1.4.Activities and key dates**

### **2.Learning goals**

#### **2.1.Learning goals**

#### **2.2.Importance of learning goals**

### **3.Aims of the course and competences**

#### **3.1.Aims of the course**

#### **3.2.Competences**

### **4.Assessment (1st and 2nd call)**

#### **4.1.Assessment tasks (description of tasks, marking system and assessment criteria)**

### **5.Methodology, learning tasks, syllabus and resources**

#### **5.1.Methodological overview**

Course methodology

**The learning process that has been designed for this course is based on the following activities:**

Although part of any class session is likely to involve direct teaching, the emphasis is on student participation in English

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and the students will be expected to take part actively in discussion and in tasks such as small group and pair work, role play and oral presentations. These activities will include:

- . Oral and written communication tasks.
- . Analysis and production of written texts relating to business topics as well as copies of the most common documents and correspondence to be encountered in the business professional practice.
- . Representation and description of trends and statistic data.
- . Oral presentation of a business project or new ideas.
- . Simulation of real business situations

The student will also be expected to spend time studying outside the class using extra facilities and materials to help them develop their expertise as an independent language learners.

### 5.2.Learning tasks

**The programme offered to students to help them achieve the learning outcomes includes the following activities:**

- 1:** Lectures: with the main objective of conveying the fundamental concepts of the module, so that goals set by the teacher are achieved. The lecture is expected to be participatory and to encourage debate and clarify issues and questions based on the learning materials.
- 2:** Practice sessions: individual and group tasks on business related discussions, team work and group interaction, preparation and presentation of companies, projects or ideas, simulation of business situations.
- 3:** Tutorials and evaluation that allow a more direct and personal support to students in order to monitor tasks, answer questions and guide them in their academic work. These tutorials may be individual or in a group.

### 5.3.Syllabus

#### Course syllabus

Contents are divided into five modules that are distributed as follows:

#### **THE COMPANY**

- Description of a company organization: hierarchy and functions
- Description of job positions and responsibilities
- Profile of a company

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### **SOCIALISING AND TELEPHONING**

- Greetings and introductions
- Telephone language
- Cross-cultural (mis)understanding

### **RECRUITMENT**

- The process of recruitment: job offers
- The process of job application: writing a CV and a letter of application
- The job interview

### **BUSINESS PRESENTATIONS**

- Preparation of a business presentation
- Structure of a presentation
- Language reference and instructions for delivering a presentation
- Instruction for the presentation of a project

### **BUSINESS CORRESPONDENCE**

- Documents used in international business and institutional contexts
- Business letters and e-mail writing

## **5.4.Course planning and calendar**

### **Timetable of classroom sessions and assignments deadlines**

The timing of the sessions, activities and key dates concerning assignments deadlines will be communicated to students during the semester in due time in class and through the Moodle Platform.

The official hours and dates of the final exams can be found on the web page of the Faculty of Business and Public Administration of Huesca.

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Note that it is the responsibility of students to ensure that they have read and understood all the information about the course, and have checked lessons timetable and exam dates in advance, so as to be able to plan their work schedule. If you are in any doubt, talk to the teacher in good time.

Working time (in hours):

Attendance to theoretical classes: 30

Attendance to practical classes: 30

Tutoring assistance: 10

Autonomous student work (homework preparation and study): 76

Taking exams: 4

Total student work: 150 (6 ECTS)

### 5.5. Bibliography and recommended resources

[BB: Basic bibliography / BC: Complementary bibliography]

- [BB] Ashley, A. : Oxford Correspondence Workbook / A. Ashley . - New ed. 2014 Oxford : Oxford University Press, 2014
- [BB] Powell, Mark. In company : Intermediate Student's Book with CD-ROM / Mark Powell . - 2nd ed Oxford : MacMillan Education, 2009
- [BC] [Business English Certificates] - Cambridge BEC Higher / Practice Tests from the University of Cambridge, Local Examinations Syndicate. [Self-study ed.] Cambridge : Cambridge University Press, 2002
- [BC] [Business English Certificates] - Cambridge BEC Vantage : Practice Tests from the University of Cambridge Local Examinations Syndicate . 1st. publ, repr. Cambridge : Cambridge University Press, 2003
- [BC] [Business English Courses] - Barrall, Irene. Intelligent Business Elementary : Coursebook / Irene Barrall, Nikolas Barrall . 1st ed. Harlow (England) : Pearson Education, 2008
- [BC] [Business English Courses] - Johnson, Christine. Intelligent Business Pre-Intermediate : Coursebook / Christine Johnson . 1st ed. , 2nd impr. Harlow (England) : Pearson Education, 2007
- [BC] [Business English Courses] - Pile, Louise. Intermediate Business English : Test File / Louise Pile . 2ª ed. Harlow (England) : Pearson Education, 2006
- [BC] [Business English Courses] - Rogers, John. Upper Intermediate Business English. Practice File / John Rogers . 1st ed., 3rd impr. Harlow : Longman, 2007
- [BC] [Business English Courses] - Trappe, Tonya. Intelligent Business Intermediate : Coursebook / Tonya Trappe, Graham Tullis . 1st pub. , 4th impr. Harlow (England) : Pearson Education, 2008
- [BC] [Business English Courses] - Upper Intermediate Business English. Course book / David Cotton, David Falvey, Simon Kent . 3rd ed. Harlow : Longman, 2007
- [BC] [Vocabulary for Business] - Business vocabulary in use : advanced / Bill Mascull . 1st publ., 6th print. Cambridge : Cambridge University Press, 2008

Listado de URL

- Financial Times [<http://www.ft.com/home/uk>]
- Glosario del Banco Central Europeo [<http://www.ecb.europa.eu/home/glossary/html/glosss.en.html>]
- Interactive Terminology for Europe (European Union) [<http://iate.europa.eu/iatediff/SearchByQueryEdit.do>]
- Learning English BBC World Service [<http://www.bbc.co.uk/worldservice/learningenglish/index.shtml>]