



Teaching Guide				
Identifying Data				2017/18
Subject (*)	Maritime Business English	Code	631G01515	
Study programme	Grao en Náutica e Transporte Marítimo			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Fourth	Optativa	6
Language	English			
Teaching method	Face-to-face			
Prerequisites				
Department	Ciencias da Navegación e Enxeñaría MariñaEnxeñaría Naval e Industrial			
Coordinador	Campa Portela, Rosa Mary de la	E-mail	rosa.mary.campa@udc.es	
Lecturers	Campa Portela, Rosa Mary de la	E-mail	rosa.mary.campa@udc.es	
Web				
General description	Los objetivos fundamentales del curso son que el alumno aprenda a emplear el inglés, hablado y escrito, aplicado a la navegación y el negocio marítimo; que conozca y aplique de forma adecuada la terminología comercial del ámbito marítimo en las comunicaciones comerciales y administrativas; y que adquiera la capacidad para interpretar y redactar informes y documentos comerciales en inglés.			

Study programme competences	
Code	Study programme competences
A11	Empregar o inglés, falado e escrito, aplicado á navegación e ao negocio marítimo.
A50	Conocimiento y aplicación de la terminología comercial del ámbito marítimo en inglés.
A51	Capacidad para interpretar y redactar informes y documentos comerciales en inglés.
B1	Aprender a aprender.
B4	Comunicarse de xeito efectivo nun ámbito de traballo.
B5	Traballar de forma autónoma con iniciativa.
B18	Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.
C2	Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.
C12	Que os estudantes saiban comunicar as súas conclusións e os coñecementos e razóns últimas que as sustentan a públicos especializados e non especializados dun xeito claro e sin ambigüidades
C13	Que os estudantes posúan as habilidades de aprendizaxe que lles permitan continuar estudando dun modo que habrá de ser en grande medida autodirixido ou autónomo.

Learning outcomes			
Learning outcomes		Study programme competences	
Empregar o inglés, falado e escrito, aplicado á navegación e ao negocio marítimo		A11	
Conocimiento y aplicación de la terminología comercial del ámbito marítimo en inglés		A50	
Capacidad para interpretar y redactar informes y documentos comerciales en inglés		A51	
Aprender a aprender.			B1
Comunicarse de xeito efectivo nun ámbito de traballo			B4
Traballar de forma autónoma con iniciativa			B5
Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.			C2
Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.		B18	
Que os estudantes saiban comunicar as súas conclusións e os coñecementos e razóns últimas que as sustentan a públicos especializados e non especializados dun xeito claro e sin ambigüidades			C12
Que os estudantes posúan as habilidades de aprendizaxe que lles permitan continuar estudando dun modo que habrá de ser en grande medida autodirixido ou autónomo.			C13



Contents	
Topic	Sub-topic
UNIT1: SHIPS AND HARBOURS	1.1. Types of ships depending on her cargo. 1.2. Types of harbours.
UNIT 2: SHIP'S SAFETY	2.1. International rules and regulations. International Organizations on Maritime Law. 2.2. Flag State 2.3. Coastal states 2.4. Statutory certificates 2.5. Classification certificates: classification societies.
UNIT 3: NAVIGATION DOCUMENTS	3.1. Other ship's documents
UNIT 4: ARRIVAL AND DEPARTURE	4.1. Clearance documents 4.2. Ship agent and port authorities 4.3. Harbour services
UNIT 5: CARGO DOCUMENTS	5.1. Cargo handling 5.2. Port Operations 5.3. Shipping and maritime management
UNIT 6: SHIP'S INSPECTIONS	6.1. Port State Control 6.2. Vetting 6.3. Flag State Control 6.4. Classification Society Control 6.5. The Coast Guard
UNIT 7: MARITIME ACCIDENTS AND INCIDENTS	7.1. General Vocabulary 7.2. Accident investigations 7.3. General average 7.4. Maritime insurance 7.5. Average agents and other consultants

Planning				
Methodologies / tests	Competencies	Ordinary class hours	Student's personal work hours	Total hours
Guest lecture / keynote speech	A11 A50	19	19	38
Seminar	A11 A50 A51 B4 B18	10	10	20
ICT practicals	A11 B1 B5 B18 C13	5	10	15
Student portfolio	A50 A51 B5 B18 C13	1	25	26
Supervised projects	A51 B5 C2 C12 C13	3	30	33
Objective test	A11 A50 A51 C2	2	10	12
Personalized attention		6	0	6

(\*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
Methodologies	Description
Guest lecture / keynote speech	Presentation classes on shipping business terminology and its particulars. Reports, certificates and technical documents interpretation.
Seminar	Guideline to write and present technical reports. Documentation search, organization, development, preparation and execution of oral presentations.
ICT practicals	Practicals on shipping business terminology using ICTs.
Student portfolio	Set of students' assignment on shipping business terminology and its particulars.
Supervised projects	Writing and presentation of a technical article.
Objective test	The students that attend at least to 80% of keynote speeches and do at least 80% of required assignments could be subjected to continuous evaluation. The students that don't achieve the attendance requirements (80% minimum) must do an examination on subject contents.



## Personalized attention

Methodologies	Description
ICT practicals Seminar Supervised projects Student portfolio	To do ITC practicals and supervised projects and to prepare students' portfolio and seminar activities the professor's supervision and personalized attention is required.

## Assessment

Methodologies	Competencies	Description	Qualification
ICT practicals	A11 B1 B5 B18 C13	ICTs practical at computers' room on maritime terminology.	5
Seminar	A11 A50 A51 B4 B18	Seminar attendance and progress.	10
Guest lecture / keynote speech	A11 A50	Guest lecture/keynot speech attendance and carrying out of proposed tasks.	25
Supervised projects	A51 B5 C2 C12 C13	Carrying out and presentation of a particular proposed assignment.	15
Student portfolio	A50 A51 B5 B18 C13	The student should complete a set of exercises related with shipping business vocabulary. The delivery of such exercises is the student's portfolio.	25
Objective test	A11 A50 A51 C2	Those students that achieve the previously proposed objectives should carry out an extra objective test.	20

## Assessment comments

Those students that don't take part in continuous evaluation (80% of class attendance) must complete a comprehensive final test. To carry out such a test the delivery of student portfolio and supervised project is compulsory. The final test is composed of three independent parts (it is necessary to pass all them): written test (50%), listening (25%), and supervised project presentation (25%).
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## Sources of information

<b>Basic</b>	<ul style="list-style-type: none"><li>- Logie, Vivers, Nisbet (1998). Marlins 1 English for seafarers. Marlins</li><li>- OMI (2000). Model course 3.17 Maritime English. OMI</li><li>- Blakey, Tn (2001). English for maritime studies. Longman</li><li>- Lopez Pampín and González Liaño (2004). Inglés Marítimo. Netbiblo</li><li>- Buelga and Wilson (1994). English for maritime commerce. COMME</li><li>- Aranzabal (2000). Manual práctico de inglés marítimo. Gobierno Vasco</li></ul> Se utilizarán además otros recursos electrónicos tales como MarEng Project o TUMSAT initiative.
<b>Complementary</b>	

## Recommendations

Subjects that it is recommended to have taken before

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.