



## Teaching Guide

Identifying Data					2023/24
Subject (*)	First Modern Language I: English			Code	662G01015
Study programme	Grao en Turismo				
Descriptors					
Cycle	Period	Year	Type	Credits	
Graduate	2nd four-month period	Second	Obligatory	6	
Language	English				
Teaching method	Face-to-face				
Prerequisites					
Department	Letras				
Coordinador	Cogdill York, Kevin Lee	E-mail	k.l.cogdill@col.udc.es		
Lecturers	Cogdill York, Kevin Lee Montoya Reyes, Ana	E-mail	k.l.cogdill@col.udc.es ana.montoya@col.udc.es		
Web					
General description	This is an English for specific purposes course for second-year tourism students. Students will further their study of vocabulary by focusing on air transport, cruises, itineraries, phrasal verbs, human resources, and American and British English. Speaking and listening skills will be enhanced through in-class exercises based upon real life professional contexts. Finally, grammar and technical writing skills will be developed in the areas of explaining procedures and itineraries, brochure writing, and professional employment applications.				

## Study programme competences / results

Code	Study programme competences / results
A1	Comprender os principios do turismo: a súa dimensión espacial, social, cultural, política, laboral e económica.
A6	Ter unha marcada orientación de servizo ao cliente.
A13	Manexar técnicas de comunicación.
A15	Traballar en inglés como lingua estranxeira.
A16	Comunicarse de forma oral e escrita nunha segunda lingua estranxeira.
A17	Comunicarse de forma oral e escrita nunha terceira lingua estranxeira.
A24	Utilizar e analizar as tecnoloxías da información e as comunicacións (TIC) nos distintos ámbitos do sector turístico.
A29	Traballar en medios socioculturais diferentes.
A33	Creatividade.
A35	Motivación por calidade.
B1	Capacidade de análise e síntese.
B2	Comunicación oral e escrita en lingua nativa.
B3	Resolución de problemas.
B4	Razoamento crítico.
B5	Compromiso ético.
B6	Aprendizaxe autónoma.
B7	Adaptación a novas situacións.
C1	Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.
C2	Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.
C3	Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.
C4	Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.
C5	Entender a importancia da cultura emprendedora e coñecer os medios ao alcance das persoas emprendedoras.
C6	Valorar criticamente o coñecemento, a tecnoloxía e a información dispoñible para resolver os problemas cos que deben enfrontarse.
C7	Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.



C8	Valorar a importancia que ten a investigación, a innovación e o desenvolvemento tecnolóxico no avance socioeconómico e cultural da sociedade.
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Learning outcomes			
Learning outcomes	Study programme competences / results		
Master vocabulary related to tourism.	A1 A15 A29	B6 B7	C2 C7
Communicate in writing and speaking in different professional contexts related to tourism.	A1 A6 A13 A15 A29 A33 A35	B1 B2 B4 B5 B6 B7	C2 C3 C6 C7
Write and speak about transport, itineraries and tourist destinations to diverse audiences.	A1 A6 A13 A15 A24 A29 A33 A35	B1 B3 B6 B7	C1 C2 C6 C7
Master four classes of phrasal verbs - separable, inseparable, intransitive, and transitive and phrasal verb derivatives.	A15 A29 A35	B6	C2
Explain procedures to a variety of audiences through written and spoken texts.	A1 A6 A13 A15 A16 A17 A24 A29 A33 A35	B1 B3 B6 B7	C2 C3 C4 C5 C8

Contents	
Topic	Sub-topic
Itineraries	Travel information (the brochure, passive voice vs active voice, speaking vs writing). Future arrangements (planning and explaining itineraries, talking about future arrangements and travel arrangements) and vocabulary.
Air Travel	Air Travel Procedures: Departures, arrivals, flight crew, cabin crew , ground stewards etc). The grammar of procedures (sequence linkers, active vs passive voice, speaking vs. writing)and vocabulary.
Phrasal Verbs	Four major types will be studied: separable, inseparable, transitive and intransitive. Additionally, words derived from phrasal verbs will be studied.



Varieties of English	American and British English: Differences will be explored.
Human Resources	Study of vocabulary related to human resources. How to write a cover letter and CV or résumé, and how to conduct and participate in job interviews.

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Seminar	A1 A6 A13 A15 A16 A17 A24 A29 A33 A35 B1 B2 B3 B4 B5 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	33	49	82
Objective test	A35 A33 A29 A24 A17 A16 A15 A13 A6 A1 B1 B3 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	1	5	6
Supervised projects	A35 A33 A29 A24 A17 A16 A15 A13 A6 A1 B1 B2 B3 B4 B5 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	7	31	38
Speaking test	A1 A6 A13 A15 A16 A17 A29 A33 A35 B1 B5 B6 B7 C2	2	20	22
Personalized attention		2	0	2

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

Methodologies	
Methodologies	Description
Seminar	The seminar includes a combination of theoretical and practical classes. The theoretical class will provide the framework for the practical classes in which students will develop their written and oral communication skills. Prior preparation will be required for these classes.
Objective test	Based upon course content, this final written course review exercise will be administered via Teams in a face-to-face setting, and only exceptionally with students in off-site locations. The exercise will consist of multiple choice questions and may include any of the following: grammar, formal and informal English, phrasal verbs, verbal tenses, sequence linkers, correcting mistakes, active and passive voices, vocabulary, American and British English, etc. Self-correcting online practice exam exercises and practice exams are available for exam preparation and individual study.
Supervised projects	These are assignments designed to provide students with an opportunity to explore such course topics as explaining procedures, tourist information, itineraries and preparing job applications in a collaborative process with the professor. These assignments form part of a process whereby students will develop and submit the topics and using professor feedback, be asked to rewrite assignments which are below expectations.
Speaking test	Speaking exercises will be based upon course content (procedures, itineraries, job interview, etc.) Some of the exercises will be timed, public and/or recorded.

Personalized attention	
Methodologies	Description



Supervised projects Speaking test Seminar Objective test	Full and Part Time Students and Students Exempt from Class Participation: Tutorials will be scheduled as needed in person, through Teams Chat and during class time to clarify doubts about the class content, clarify assignment requirements, and provide guidance on the successful completion of class activities. In particular, students should pay close attention to the instructions for the supervised projects and communicate progress in a timely manner in order to receive meaningful input.
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Assessment			
Methodologies	Competencies / Results	Description	Qualification
Supervised projects	A35 A33 A29 A24 A17 A16 A15 A13 A6 A1 B1 B2 B3 B4 B5 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	There are four assignments to submit and each assignment will have a value of 5% of the final grade for a total of 20% of the course grade. The assignments are: 1) an explanation of a procedure related to tourism using the sequence linkers studied in class; 2) an outline itinerary to a destination outside of Spain and a text explaining it using the verbal tenses of the future (present simple, present continuous and future continuous); 3) A ten-section brochure written in the passive voice with general information about the destination mentioned in assignment number 2 as well as a ten-section active voice text with the same information explained orally to a group of tourists; and 4) a résumé and a cover letter for a professional position in tourism. All assignments will include: 1) instructions for completing and handing in the assignment; 2) a sample submission document which serves as a guide for completing the assignment successfully; 3) evaluation criteria (i.e. following instructions, correct use of grammar, proper spelling, capitalisation and punctuation); and 4) assignment deadlines. All assignments will be submitted and corrected via Teams.	20
Speaking test	A1 A6 A13 A15 A16 A17 A29 A33 A35 B1 B5 B6 B7 C2	There will be two oral exercises: 1. The final oral presentation (30% of the grade) will be an itinerary to a destination outside of Spain, will have a minimum duration of five (5) minutes, will be public and/or recorded and in person. All students will submit their slides to Teams Assignments in the twenty-four (24) hours before the scheduled presentation. The presentation will be evaluated based upon grammatical correctness, pronunciation, fluency, lexical appropriateness and length of presentation. 2. A job interview (10% of the final grade) will be the second oral exercise that will be in a group with another student or students. The interview will be recorded and submitted via Teams. The evaluation criteria include conducting the interview based upon the job description; as interviewer, engaging in small talk with the interviewee and asking grammatically correct questions in a logical order; as interviewee, answering questions appropriately with short answers; and finally, preparation, recording, and timely submission will be taken into account.	40
Objective test	A35 A33 A29 A24 A17 A16 A15 A13 A6 A1 B1 B3 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	This final course review exercise represents 40% of the course grade and is a multiple-choice test administered through Teams. This is a face-to-face activity and only under exceptional circumstances will it be administered to students located off-site. The review exercise will consist of twenty questions with four (4) options to choose from, with one or more possible correct answers. If there is more than one correct answer, it will be necessary to match all the correct answers in order for the question to score. The exercise will have a time limit of fifty (50) minutes and the use of books and notes will be allowed during the exam. Questions will be based on the contents of the course.	40

Assessment comments
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1. A grade of 5 out of 10 is required to pass the evaluation.
2. Objective test: Students accessing and submitting the exam from off-site locations without permission will receive the grade of zero (0) for the exercise. Students needing a loaned computer for the exam should make arrangements at least one week prior to the exam date.
3. Supervised projects: a) Due Dates: All supervised projects have due dates which will be published at the beginning of the term. b) Submission of Assignments: All assignments must be submitted via Teams Assignments and be registered as "handed in" to be valid. Submissions via email will not be accepted.
4. Class attendance is obligatory.
5. Part time students and students exempt from class attendance: The assessment will be the same as for full-time students, with the exception of the class attendance requirement, which is waived for students exempt from class attendance.
6. Second Opportunity: Only the failed or not submitted parts of the first assessment will be repeated. Failed assessment includes: Hand-in assignments with grades of less than 2.5 out of 5 points; the job interview with a grade of less than 5 out of 10 points; the final oral presentation with a grade of less than 15 points out of 30; and the final course review exercise with a grade of less than 20 points out of 40. This is only valid for the two opportunities of the current academic year.
7. The Second Opportunity Assessment Deadlines: The assignments, the recorded job interview, and the oral presentation slides must be submitted before the written exam via Teams Assignments. Final oral presentations will take place immediately following the written exam, unless otherwise notified.
8. Early Assessment: The early assessment requirements are the same as the second opportunity assessment.
9. The Grade of "No Presentado" (NP): The grade of "no presentado" will only be given to students who do not take part in any of the activities that form a part of the assessment system. In all other cases, the final grade will be based upon the sum of all assessment activities and a grade of zero will be given for all incomplete activities.
10. Implications of plagiarism in carrying out the tests or evaluation activities: Once verified, plagiarism will directly result in the qualification of a fail for the assessment period in which the offense is committed and with respect to the subject in which it was committed. The student will be graded with a "fail" (numerical grade 0) in the corresponding evaluation of the academic year, whether it be on the first opportunity or on the second. If necessary, the qualification obtained in the first opportunity assessment may need to be modified.
11. Attention to Diversity: The subject may be adapted for students requiring the adoption of measures aimed at supporting diversity (physical, visual, auditory, cognitive, learning or related to mental health). If applicable, the services available at the ADI (Unidade Universitaria de Atención a Diversidade) should be contacted within the official deadlines stipulated prior to each academic semester (<https://www.udc.es/cufie/ADI/>, ext. 5622, [adi@udc.es](mailto:adi@udc.es)). The ADI tutor from the Faculty of Tourism may be contacted as well.
12. Gender Perspective: According to the different applicable regulations for university teaching, the gender perspective must be incorporated in this subject (non-sexist language and bibliography of authors of both sexes will be used, etc). An effort will be undertaken to identify and modify prejudices and sexist attitudes and the environment will be influenced to modify them and promote values of respect and equality. Situations of discrimination based on gender must be detected and actions and measures to correct them will be proposed. Students are invited to indicate their pronoun preferences in English.
13. This Teaching Guide may undergo modifications due to unforeseen events that may occur during the development of the subject. In that case, students will be informed in advance and the modifications will be made public through the usual official channels (Teams, Virtual Campus, etc).



<b>Basic</b>	<ul style="list-style-type: none"> <li>- Harding, Keith (2009). Going International. Oxford Univ. Press</li> <li>- Duckworth, Michael (). Going International: English for Tourism. Workbook.. Oxford Univ. Press</li> <li>- Alcaraz Varó, Enrique - et al. (2000). Diccionario de términos de turismo y de ocio. Inglés-Español, Spanish-English. Ariel Reference</li> <li>- (2003). New Oxford Dictionary of English. Oxford Univ. Press</li> <li>- (). Howjsay.com.</li> <li>- (). <a href="http://www.englishclub.com/english-for-work/airline.htm">http://www.englishclub.com/english-for-work/airline.htm</a>.</li> <li>- (). <a href="http://www.eslflow.com/Tourismlessons.html">http://www.eslflow.com/Tourismlessons.html</a>.</li> <li>- Professor Charles Darling (2004). <a href="http://guidetogrammar.org/grammar/">http://guidetogrammar.org/grammar/</a>. Hartford, Connecticut</li> <li>- (). <a href="http://www.aresearchguide.com/">http://www.aresearchguide.com/</a>.</li> <li>- (). Possessive Gerunds. Possessive Gerunds: <a href="https://www.youtube.com/watch?v=14VcFBmoQmw&amp;feature=youtu.be">https://www.youtube.com/watch?v=14VcFBmoQmw&amp;feature=youtu.be</a></li> <li>- (). American and British English. American and British English: <a href="https://www.youtube.com/watch?v=2nAnT3PASak&amp;feature=youtu.be">https://www.youtube.com/watch?v=2nAnT3PASak&amp;feature=youtu.be</a></li> <li>- (). American and British English. <a href="https://www.boredpanda.com/british-american-english-di">https://www.boredpanda.com/british-american-english-di</a></li> <li>- (). Airport Procedures. <a href="https://www.extravelmoney.com/blog/airport-procedures-step-by-step/">https://www.extravelmoney.com/blog/airport-procedures-step-by-step/</a></li> </ul>
<b>Complementary</b>	<ul style="list-style-type: none"> <li>- Wolfram, Walt et al (2006). American English, dialects and variation. Blackwell</li> <li>- Swan, Michael (2005). Practical English Usage.. Oxford University Press</li> <li>- Shepherd, John et al (1993). Ways to Grammar: A Modern English Practice. Macmillan</li> <li>- Bryson, Bill (2016). Made in America: An Informal History of American English.. Black Swan</li> <li>- Elmes, Simon (2006). Talking for Britain: A Journey through the Voices of a Nation. Penguin Group</li> <li>- Azar, Betty S. et al. (2009). Understanding and Using English Grammar. Fourth Edition. Pearson Education</li> <li>- McCarthy, Michael (2017). English Vocabulary in Use. Upper-Intermediate: vocabular reference and practice, with answers. Cambridge University Press</li> <li>- (2006). Oxford Phrasal Verbs Dictionary for Learners of English. Oxford University Press</li> <li>- Allsop, Jake (2008). Test Your Phrasal Verbs. Penguin English</li> <li>- Flockhart, Jaime (2012). Work on your Phrasal Verbs. Collins</li> </ul>

<b>Recommendations</b>
<b>Subjects that it is recommended to have taken before</b>
Modern Language: English/662G01006
<b>Subjects that are recommended to be taken simultaneously</b>
<b>Subjects that continue the syllabus</b>
First Modern Language II: English/662G01028
<b>Other comments</b>

(\*)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.