



Teaching Guide

Teaching Guide				
Identifying Data				2023/24
Subject (*)	First Modern Language II: English		Code	662G01028d
Study programme	Grao en Turismo (a distancia)			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Third	Obligatory	6
Language	English			
Teaching method	Non-attendance			
Prerequisites				
Department	Letras			
Coordinador	Moss , Sarah Louise	E-mail	sarah.moss@udc.es	
Lecturers	Moss , Sarah Louise Praga , Martín Jorge	E-mail	sarah.moss@udc.es m.praga@udc.es	
Web				
General description	This module is designed to provide students with terminology and language competence to work in the tourism industry, with a particular focus on the hospitality industry, covering both oral and written communicative acts. It falls within the framework of English for Specific Purposes and is pitched at a C1 Level Common European Framework of Reference for Languages.			

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.
A29	Traballar en medios socioculturais diferentes.
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.

Learning outcomes



Learning outcomes	Study programme competences / results		
To use the specialised language of the travel and tourism industry, with particular emphasis on the hospitality industry.	A1 A6 A13 A15 A16 A29	B1 B2 B3 B4 B5 B6 B7	C1 C2 C3 C4 C5 C6 C7 C8
To discuss and present information and opinions orally.	A1 A6 A13 A15	B1 B2 B3 B4 B5 B6 B7	C2
To be familiar with and use grammar structures and verb forms and tenses that guarantee correct, understandable communication that is appropriate for the professional environment.	A13 A15	B1 B4 B6	C2 C3
To read, understand and use basic academic English.	A1 A13 A15 A16	B1 B2 B3 B4 B5 B6 B7	C2 C3 C4
To read, comprehend, summarise and answer questions both orally and in writing on authentic tourism industry related texts of a certain complexity.	A1 A6 A13 A15 A16	B1 B2 B3 B4 B5 B6 B7	C2 C3 C4
To distinguish between and use formal and informal registers.	A1 A6 A13 A15 A29	B1 B2 B3 B4 B5 B6 B7	C2 C3 C4 C5 C6 C7
To produce business and tourism related communications of a standard that would be of an acceptable standard in an authentic working environment.	A1 A13 A15	B1 B2 B3 B4 B5 B6 B7	C2



Contents	
Topic	Sub-topic
Hotel branding	<p>Types of hotels: descriptions, locations, facilities and services, etc. Current and future hotel trends.</p> <p>Use of English: Review of common errors (grammar, syntax, spelling etc.)</p> <p>Intonation</p>
Effective business communications in the hotel and tourism industry	<p>Customer service and guest satisfaction: responding to comments and complaints. Written internal and external communications: business plans and reports, stakeholder relations, customer relations.</p> <ol style="list-style-type: none"> 1. Layout 2. Informal and formal language 3. Structure and organisation. 4. Communicative impact
Running a tourism business	<ol style="list-style-type: none"> 1. Discussion of previous/future work experiences and/or internships. 2. Organising a hotel - talking about departments, employees, renovation, etc. 4. Discussion of workplace situations and work ethics issues. <p>Language skills: speaking, reading and listening.</p>

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student's personal work hours	Total hours
Workbook	A1 A6 A13 A15 B4 B6 B7 C2 C3 C7	0	20	20
Online discussion	A1 A6 A13 A15 B1 B3 B4 B5 B6 B7 C2 C3 C7	3	10	13
Seminar	A1 A6 A13 A15 A16 A29 B1 B2 B6 B7 C1 C2 C4 C5 C6 C7 C8	9	85	94
Mixed objective/subjective test	A1 A6 A13 A15 B4 B6 B7 C2 C3 C7	2	20	22
Personalized attention		1	0	1
(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.				

Methodologies	
Methodologies	Description
Workbook	Reading exercises of authentic tourism materials of certain complexity, based on comprehension and vocabulary, summarising, paraphrasing, etc.
Online discussion	Forums, chats and online meetings (Microsoft Teams)
Seminar	Lessons and practical exercises.
Mixed objective/subjective test	Written tasks. Final exam.

Personalized attention	
Methodologies	Description



Online discussion	Given the nature of this distance learning course, students must consult the teaching staff all queries regarding the course contents and the module dynamics. Students are encouraged to raise these issues during the weekly sessions as well as in tutorial hours. They may also use electronic means including email, the Campus Virtual forum and Microsoft Teams.
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Assessment			
Methodologies	Competencies / Results	Description	Qualification
Mixed objective/subjective test	A1 A6 A13 A15 B4 B6 B7 C2 C3 C7	A written test consisting of all or any of the following: reading comprehension, summaries, compositions, exercises on the use of English and all other topics covered during the lessons.	60
Seminar	A1 A6 A13 A15 A16 A29 B1 B2 B6 B7 C1 C2 C4 C5 C6 C7 C8	Submission of written work for correction as required.	20
Online discussion	A1 A6 A13 A15 B1 B3 B4 B5 B6 B7 C2 C3 C7	Students will participate in various debates / forums. Assessment will be based on their ability to express themselves in accordance with the level set for this subject. They must demonstrate adequate syntactic and grammatical accuracy. The use of sector terminology, pronunciation and intonation will also be taken into consideration.	20

Assessment comments
<p>Students are required to participate actively in the teaching sessions, which are designed as a resource to encourage them to acquire and assimilate the contents.</p> <p>First attempt Students must obtain a passing grade (50%) on each section included in the assessment (workshop, virtual discussion and mixed test). If they obtain a failing grade on any of these sections and even though the sum is greater than 5, the final grade for this attempt will not be higher than 4.5 out of 10. Students with a waiver on attendance</p> <p>Students with a waiver on attendance will be assessed in accordance with the section referring to the first session. Students must contact the teaching staff as soon as they have received official notification of the waiver.</p> <p>Second attempt The same assessment method applies for the second session as for the first, and students must retake those sections of the subject in which they did not obtain a passing grade or which they did not sit. In the case of the Workshop, this will consist of an additional task that will be included in the mixed objective/subjective test (written exam). This is ONLY valid for the two opportunities corresponding to the current academic year. Early exam session In the case of the early exam session, students must take a written exam (70%) and an oral exam (30%). ABSENT Only those students that have not taken part in any of the activities and tasks that comprise the overall assessment of the subject will receive the consideration of ABSENT. Academic dishonesty/plagiarism Students who commit academic fraud will be subject to the corresponding sanctions pursuant to the University of A Coruña's disciplinary regulations for students (art. 11, section 4. b). "The student will be graded with a "fail" (numerical grade 0) for the corresponding academic year, regardless of whether the offence is committed during the first or second attempt. In this sense, the grade for the first session may be modified, if necessary." Diversity Students may request measures aimed at supporting diversity (physical, visual, auditory, cognitive, learning or mental health-related). They should contact, the services available at the UDC, the Diversity Attention Unit (https://www.udc.es/cufie/ADI/apoioalumnado/) or, failing that, the tutor with responsibility for diversity at the Faculty of Tourism, within the time period stipulated for each teaching session. Gender perspective In accordance with the various regulations governing university teaching, a gender perspective must be included in this subject. This includes, among other measures, the use of non-sexist language, bibliographies that are inclusive from a gender perspective, and encouraging the participation of all students in class, regardless of their gender. Particular attention will be paid to identifying and addressing sexist prejudices and attitudes. We will work actively to modify this environment and promote values of respect and equality. Any cases of gender discrimination detected will be addressed and appropriate actions taken.</p>



Sources of information

Basic	<ul style="list-style-type: none"> - M McCarthy (2008). Academic Vocabulary in Use. Cambridge - R Walker (2009). Tourism 3. Oxford English for Careers. Oxford University Press - C. Talcott (2007). Target Score. Cambridge Professional English. Cambridge - P. Emmerson (2002). Business Grammar Builder. Macmillan - P. Strutt (2013). English for International Tourism. Upper Intermediate. Pearson - H. Mol (2008). English for Tourism and Hospitality in Higher Education Studies. Reading: Garnet <p>Additional resources may be provided during the teaching period. Additional resources may be provided during the teaching period.</p>
Complementary	<ul style="list-style-type: none"> - M. Hewings (2005). Advanced Grammar in Use. Cambridge - M. Vaughan-Rees (2002). Test your Pronunciation. London: Penguin English Publications - P. Leggott (2010). LCCI English for Business Testbuilder. Macmillan - A. Rowe (2002). Travel and Tourism. Cambridge International Examinations. Cambridge <p>Additional resources may be provided during the teaching period. Additional resources may be provided during the teaching period.</p>

Recommendations

Subjects that it is recommended to have taken before

Modern Language: English/662G01006d

Subjects that are recommended to be taken simultaneously

Subjects that continue the syllabus

Other comments

Students are reminded that this is a subject covering English for Specific Purposes, and is NOT a General English course. Likewise, they are reminded that the study of any language requires perseverance and continuity over time.

(*)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.