



## Teaching Guide

| Teaching Guide      |   |        |          |           |
|---------------------|---|--------|----------|-----------|
| Identifying Data    |   |        |          | 2019/20   |
| 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 | Optional | 6         |
| Language            | English   |        |          |           |
| Teaching method     | Face-to-face  |        |          |           |
| Prerequisites       |   |        |          |           |
| Department          | Ciencias da Navegación e Enxeñaría Mariña   |        |          |           |
| Coordinador         |   | E-mail |          |           |
| Lecturers           | ,   | E-mail |          |           |
| Web                 |   |        |          |           |
| General description | The main objectives of the course are that the students learn to use spoken and written English, applied to navigation and maritime business; to know and adequately apply the commercial terminology of the maritime field in commercial and administrative communications; and to acquire the ability to interpret and draft reports and business documents in English. |        |          |           |

## 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 |     |     |
|--|-----------------------------|-----|-----|
| Use spoken and written English, applied to navigation and maritime business  | A11                         |     |     |
| Knowledge and application of commercial terminology of the maritime field in English.  | A50                         |     |     |
| Ability to interpret and write reports and business documents in English   | A51                         |     |     |
| Learn to learn.  |                             | B1  |     |
| Communicate effectively in a work environment.   |                             | B4  |     |
| Work autonomously with initiative.   |                             | B5  |     |
| Master the oral and written expression and comprehension of a foreign language.  |                             |     | C2  |
| Master the oral and written expression and comprehension of a foreign language.  |                             | B18 |     |
| That students know how to communicate their conclusions knowledge and ultimate reasons that sustain them to specialized and non-specialized audiences in a clear and unambiguous way |                             |     | C12 |
| That students have the learning skills that allow them to continue studying in a way that will be largely self-directed or autonomous  |                             |     | C13 |

## Contents



| Topic                                    | Sub-topic  |
|--|--|
| UNIT1: SHIPS AND HARBOURS                | 1.1. Types of ships depending on her cargo.<br>1.2. Types of harbours.   |
| UNIT 2: SHIP'S SAFETY                    | 2.1. International rules and regulations. International Organizations on Maritime Law.<br>2.2. Flag State<br>2.3. Coastal states<br>2.4. Statutory certificates<br>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<br>4.2. Ship agent and port authorities<br>4.3. Harbour services  |
| UNIT 5: CARGO DOCUMENTS                  | 5.1. Cargo handling<br>5.2. Port Operations<br>5.3. Shipping and maritime management   |
| UNIT 6: SHIP'S INSPECTIONS               | 6.1. Port State Control<br>6.2. Vetting<br>6.3. Flag State Control<br>6.4. Classification Society Control<br>6.5. The Coast Guard  |
| UNIT 7: MARITIME ACCIDENTS AND INCIDENTS | 7.1. General Vocabulary<br>7.2. Accident investigations<br>7.3. General average<br>7.4. Maritime insurance<br>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<br>Seminar<br>Supervised projects<br>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 /<br>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%).

## 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> <p>Se utilizarán además otros recursos electrónicos tales como MarEng Project o TUMSAT initiative.</p> |
| <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.