UNIVERSIDADE DA CORUÑA

Teaching Guide				
Identifying Data				**2020/21**
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	Hybrid			
Prerequisites				
Department	Ciencias da Navegación e Enxeñaría Mariña			
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	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.			
Contingency plan	1. Modifications to the contents No changes are made 2. Methodologies *Teaching methodologies that are maintained All methodologies are kept as Moodle, TEAMS and FORMS will become teaching tools. *Teaching methodologies that are modified No changes are made 3. Mechanisms for personalized attention to students Moodle, TEAMS and email synchronously during class and tutorials. Asynchronously during school hours 4. Modifications in the evaluation No changes are made *Evaluation observations: 5. Modifications to the bibliography or webgraphy No changes are made			

Study programme competences / results	
Code	**Study programme competences / results**
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 suas 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 haberá de ser en grande medida autodirixido ou autónomo.

Learning outcomes

Learning outcomes		Study programme competences / results	
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.
	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. Classifiaction 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 / Results	Teaching hours (in-person & virtual)	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 terminolgy and its particulars.
Supervised projects	Writting and presentation of a technical article.
Objective test	The students that attend at least to 80% of keynote speeches and do at least 80% os required assignments could be subjeted to continuos 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 / Results**	**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 necesary to pass all them): written test (50%), listening (25%), and supervised project presentation (25%).

Sources of information

Basic	- Logie, Vivers, Nisbet (1998). Marlins 1 English for seafarers. Marlins
	- OMI (2000). Model course 3.17 Maritime English. OMI
	- Blakey, Tn (2001). English for maritime studies. Longman
	- Lopez Pampín and González Liaño (2004). Inglés Marítimo. Netbiblo
	- Buelga and Wilson (1994). English for maritime commerce. COMME
	- Aranzabal (2000). Manual práctico de inglés marítimo. Gobierno Vasco
	Other electronic resources such as MarEng Project and TUMSAT initiative will be used.Other electronic resources such as MarEng Project and TUMSAT initiative will be used.
Complementary	

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.