UNIVERSIDADE DA CORUÑA

Teaching Guide				
Identifying Data				**2020/21**
Subject (*)	English in the Workplace		**Code**	662G01045
Study programme	Grao en Turismo			
Descriptors				
Cycle	**Period**	**Year**	**Type**	**Credits**
Graduate	1st four-month period	Fourth	Optional	6
Language	English			
Teaching method	Hybrid			
Prerequisites				
Department				
Coordinador	Moss , Sarah	**E-mail**	smoss@udc.es	
Lecturers	Moss , Sarah	**E-mail**	smoss@udc.es	
	Moss , Sarah Louise		sarah.moss@col.udc.es	
Web				
General description	This course is designed to provide business communication skills for students who will soon need to use English in a working environment. They include basic Business English skills that are essential whatever you are doing in business, namely: familiarisation with and use of basic business terminology; working in multicultural environments; calling and holding meetings; negotiating; speaking on the telephone; business presentations. The emphasis is on oral skills.			
Contingency plan	1. Modifications to the contents 2. Methodologies *Teaching methodologies that are maintained *Teaching methodologies that are modified 3. Mechanisms for personalized attention to students 4. Modifications in the evaluation *Evaluation observations: 5. Modifications to the bibliography or webgraphy			

Study programme competences / results	
Code	**Study programme competences / results**
A6	Ter unha marcada orientación de servizo ao cliente.
A13	Manexar técnicas de comunicación.
A15	Traballar en inglés como 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 acquire communicative competence in the English language, in accordance with the professional context of the tourist industry. To become competent in the use of high frequency vocabulary used in professional situations in business and the tourist industry in particular.	A6 A13 A15 A29	B1 B2 B3 B4 B5 B6 B7	C1 C2 C3 C4 C5 C6 C7 C8
To identify and employ written and oral discourse in the most appropriate register, using common rhetorical functions such as persuasion and information. To understand, analyse and summarise oral and written discourse in English commonly used in the tourist industry.	A6 A13 A15 A29	B1 B3 B4 B5 B6 B7	C1 C2 C3 C4 C5 C6 C7 C8
To work in multicultural environments.	A6 A13 A15 A29	B1 B3 B5 B6 B7	C2 C4

Contents	
Topic	**Sub-topic**
Understanding the basic language of business	Describing a company: management and organisational structure; facilities; departments; functions; working conditions; remuneration. Business plans. Multiculturality in tourism
Telephone language	Telephone conventions: specific vocabulary Effective note taking and abbreviations Customer service: dealing with problems and handling complaints on the telephone.
Meetings and negotiations	Calling a meeting (written) Agenda (written) Chairing a meeting Negotiating Minutes (written)

Professional presentation skills:	Preparation and delivery:
	Introduction
	Arguments
	Conclusions
	Q&A
	Visuals
	Intonation and pauses

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Seminar	A6 A13 A15 A29 B1 B2 B3 B4 B5 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8	30	45	75
Simulation	A6 A13 A15 A29 B1 B3 B4 B5 B6 B7 C2 C3 C4 C5 C6 C7 C8	10	20	30
Oral presentation	A6 A13 A15 A29 B1 B3 B4 B5 B6 B7 C2 C3 C4 C5 C6 C7 C8	5	35	40
Personalized attention		5	0	5
(*)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	Practical lessons in which the students will work with the necessary explanations and information in order to perfect their written, oral and aural skills. Prior preparation will be required for these classes.
Simulation	Oral and listening activities in which students will be given a situation in which they are required to act, i.e. meetings, negotiations, presentations, telephone conversations, etc. The material will be based on the skills acquired during the seminars, and will also require prior preparation.
Oral presentation	Work on the various sections of a business presentation, followed by preparation and delivery of a presentation on a tourism related topic or business plan.

Personalized attention	
Methodologies	Description
Oral presentation Seminar Simulation	The lessons are of an essentially practical nature, and in this sense students' participation is essential. This includes consulting with the lecturer if any sections of the course are unclear to the students, or if they encounter difficulties with the course contents. Students are encouraged to raise these issues during lesson times as well as in tutorial hours. They may also use electronic means including email, the Moodle forum and Teams.

Assessment			
Methodologies	Competencies / Results	Description	Qualification
Oral presentation	A6 A13 A15 A29 B1 B3 B4 B5 B6 B7 C2 C3 C4 C5 C6 C7 C8	10 minute presentation with visuals.	30

| Seminar | A6 A13 A15 A29 B1 B2 B3 B4 B5 B6 B7 C1 C2 C3 C4 C5 C6 C7 C8 | Attendance, participation and completion of tasks to a satisfactory standard as required in the working environment.

Assessment of knowledge of business vocabulary and multicultural awareness covered in class. This may be written or oral. | 30 |
| Simulation | A6 A13 A15 A29 B1 B3 B4 B5 B6 B7 C2 C3 C4 C5 C6 C7 C8 | Telephone conversation: oral competence when speaking on the telephone and effective note taking (20%)

In-class group meeting(s) and negotiations. Students will be required to prepare all aspects of the meeting: Agenda, prior preparation, minutes, etc. (20%) | 40 |

Assessment comments
Attendance and active participation are essential elements of this course.

Students who are unable to comply with the 80% attendance requirements due to exemption from attendance as stipulated in regulations to this effect published by the University of A Coruña (Art. 3.b e 4.5 Normas de availación, revisión e reclamación das cualificacións dos estudos de grao e mestrado universitario (Art 3 e 8b) must complete all the assessment exercises, which will mean attending those sessions.
In order to pass the course, students must obtain a passing grade on ALL sections.
For the second opportunity, students will be required to resubmit / retake those sections of the course in which they did not obtain a passing grade.

Sources of information	
Basic	- L.Jones (2001). Working in English . Cambridge - N. brieger (1996). The Language of Business English. Prentice Hall - M.Grussendorf (2007). English for Presentations. Oxford University Press - K. Thomson (2007). English for Meetings. Oxford University Press - B. Mascull (2004). Business Vocabulary in Use (advanced). Cambridge - A. Watson-Delestree (1998). The Working Week. LTP
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Modern Language: English/662G01006 First Modern Language I: English/662G01015 First Modern Language II: English/662G01028
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 a language requires preseverance 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.