

28532 - English Specific to Labour Relations and Human Resources

Información del Plan Docente

Academic Year	2017/18
Faculty / School	108 - Facultad de Ciencias Sociales y del Trabajo
Degree	428 - Degree in Labour Relations and Human Resources
ECTS	6.0
Year	
Semester	Second semester
Subject Type	Optional
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

5.2.Learning tasks

5.3.Syllabus

1. Grammatical and functional content practised in specific contexts: verb tense revision; the comparative and the superlative; articles, relative pronouns; conjunctions and other link words; the passive voice; the interrogative form;

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descriptions; the language of statistics.

2. Practice of specific vocabulary related to the following topics: English as *lingua franca* ; the cultural shock; the Internet; business communication; business organisation; job responsibilities; recruitment; job hunting.

3. Integrated communicative skills related to the topics above: e-mails; business reports; job advertisements; CV and cover letters; presentations; job interviews.

5.4.Course planning and calendar

5.5.Bibliography and recommended resources