

## 28532 - English Specific to Labour Relations and Human Resources

### Syllabus Information

**Academic Year:** 2019/20

**Subject:** 28532 - English Specific to Labour Relations and Human Resources

**Faculty / School:** 108 -

**Degree:** 428 - Degree in Labour Relations and Human Resources

**ECTS:** 6.0

**Year:** 2

**Semester:** Second semester

**Subject Type:** Optional

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

### 3.Assessment (1st and 2nd call)

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

There exist two assessment methods, i.e. continuous assessment and single assessment.

The continuous assessment comprises:

- Three Use of English tests (30% of final mark)
- One Skills test at the end of the term (50% of final mark)
- Two compulsory assignments (20% of final mark)

The single assessment comprises:

- One Use of English and Skills test (80% of final mark)
- Two compulsory assignments (20% of final mark)

All students have the option of taking a non-compulsory speaking test if they wish to improve their final mark. In order for this test to be taken into consideration students must first have passed the written test.

### 4.Methodology, learning tasks, syllabus and resources

#### 4.1.Methodological overview

**The learning process designed for this subject is based on the following aspects:**

Due to the applied nature of this subject, all activities have been programmed from a practical perspective considering various situations that simulate real professional practice

### **In-class activities:**

- Brief theoretical introduction to grammar points, relevant stylistic aspects and textual organization.
- Grammar practice.
- Specialized vocabulary practice.
- Skills practice: reading, writing, speaking; listening.

### **Out of-class activities:**

- Self-learning activities available on the subject's website. These are mainly focused on grammar and vocabulary-acquisition practice.
- Communication skills work: communicative tasks that integrate grammatical and lexical aspects with one or more skills.

## **4.2.Learning tasks**

### **The syllabus includes...**

Dynamic, practical sessions, i.e., there are no purely theoretical sessions. Student work is regularly supervised by the lecturer, both in the classroom and outside, in tutorial time. Students may also find supporting material in both the bibliography and website for the subject.

## **4.3.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; descriptions; the language of statistics.

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

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

### **Unit One: Introduction to English for Human Resources**

- Basic Terminology for Human Resources
- The Language of Statistics
- Your Rights at Work
- Writing a Leaflet about Spanish Rights at Work
- Providing ?Induction Training? for Erasmus Students

### **Unit Two: English as a Lingua Franca**

- Using English in International Communication
- Internet and Email terminology
- Writing a Business Email

### **Unit Three: Companies**

- Basic Features of a Company
- Company Departments and Structure
- The Language of Presentations

- Presenting a Company
- Writing a Business Report

#### Unit Four: Job Responsibilities

- Main functions in Human Resources
- Describing Job Responsibilities
- Types of Contract
- The Career Ladder
- Talking About One's Career Plan

#### Unit Five: Recruitment and Job Hunting

- How to Look for a Job in Human Resources
- Understanding Job Advertisements
- Writing a CV and a Covering Letter/Email
- Preparing a Job Interview

### 4.4.Course planning and calendar

#### Calendar of Class Sessions and Assignment Deadlines

The subject comprises 6 ECTS credits, which involves 150 hours of student work. These 150 hours are organised into different types of activities.

- 1 In-class sessions: student work is focused on skills practice (**45 hours**).
- 2 Tests (**5 hours**)
3. Independent student work and self-study time (**100 hours**)
  - Independent work: 94 hours.
  - Team work: 6 hours

At the beginning of the term, the lecturer will provide information regarding key assessment and assignment dates, both for students who choose the continuous assessment option and those who do not. **The deadline for assignments will be the same for all students, regardless of their assessment option.**

If students opt for the continuous assessment option then they are expected to attend at least 80% of the class sessions. In addition, regular production of practical tasks is also expected from them.

### 4.5.Bibliography and recommended resources