

29025 - Foreign Language (English)

Syllabus Information

Academic Year: 2019/20

Subject: 29025 - Foreign Language (English)

Faculty / School: 228 - Facultad de Empresa y Gestión Pública

Degree: 429 - Degree in Public Management and Administration

ECTS: 6.0

Year: 4

Semester: First 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)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions and tutorials.

Although part of any class session is likely to involve direct teaching, the emphasis is on student participation in English and the students will be expected to take part actively in discussion and in tasks such as small group and pair work, role play and oral presentations. These activities will include:

- Oral and written communication tasks.
- Analysis and production of written texts relating to business topics as well as copies of the most common documents and correspondence to be encountered in the business professional practice.
- Representation and description of trends and statistic data.
- Oral presentation of a business project or new ideas.
- Simulation of real business situations

4.2.Learning tasks

This 6 ECTS course is organized as follows:

- **Lectures** (30 hours). The main objective of conveying the fundamental concepts of the course, so that goals set by the teacher are achieved. The lecture is expected to be participatory and to encourage students debate and to

clarify issues and questions based on the learning materials.

- **Practice sessions** (30 hours). Individual and group tasks on business related discussions, team work and group interaction, preparation and presentation of companies, projects or ideas, simulation of business situations.
- **Tutorials** (10 hours). An evaluation that allows a more direct and personal support to students in order to monitor tasks, answer questions and guide them through their academic work. These tutorials may be individual or in a group.
- **Autonomous work and study** (76 hours).
- **Exams** (4 hours).

4.3.Syllabus

This course will address the following topics:

- **Topic 1. The company**
 - Description of a company organization: hierarchy and functions
 - Description of job positions and responsibilities
 - Profile of a company
- **Topic 2. Socialising and telephoning**
 - Greetings and introductions
 - Telephone language
 - Cross-cultural (mis)understanding
- **Topic 3. Recruitment**
 - The process of recruitment: job offers
 - The process of job application: writing a CV and a letter of application
 - The job interview
- **Topic 4. Business presentations**
 - Preparation of a business presentation
 - Structure of a presentation
 - Language reference and instructions for delivering a presentation
 - Instruction for the presentation of a project
- **Topic 5. Business correspondence**
 - Documents used in international business and institutional contexts
 - Business letters and e-mail writing

4.4.Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

Note that it is the responsibility of students to ensure that they have read and understood all the information about the course, and have checked lessons timetable and exam dates in advance, so as to be able to plan their work schedule. If you are in any doubt, talk to the teacher in good time.

4.5.Bibliography and recommended resources