

Academic Year/course: 2022/23

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

### Syllabus Information

**Academic Year:** 2022/23

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

**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

## 2. 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 test assessment. 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.

The continuous assessment comprises:

- Two Use of English tests (30% of final mark)
- One Skills test at the end of the term (55% of final mark)
- Flipped classroom activities (15% of final mark)

The single test assessment comprises:

- One Use of English and one Communicative Skills test (35% and 65% of final mark, respectively)

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 communicative 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:**

- Flipped classroom activities which must be completed before the class session (compulsory in continuous assessment method).
- 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**

- Motivation and language learning
- Basic Terminology for Human Resources
- The Language of Statistics
- The Gender Gap
- 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 (company profile)
- Writing a business report

#### **Unit Four: Job Responsibilities**

- Main functions in Human Resources
- Describing Job Responsibilities
- Types of Contract
- The Career Ladder
- Career Plans
- Presenting the HR department

#### **Unit Five: Recruitment and Job Hunting**

- How to look for a job in Human Resources
- Understanding job advertisements
- Preparing a personal profile
- 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 (**6 hours**)

3. Independent student work and self-study time (**99 hours**)

- Independent work: 90 hours.
- Team work: 9 hours

At the beginning of the term, the lecturer will provide information regarding key assessment and assignment dates.

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.