

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

### Syllabus Information

**Academic year:** 2023/24

**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

English is today the lingua franca in international business communication and in the dissemination of specialized scientific knowledge. It is therefore necessary to master this language if you wish to participate fully in such processes, gain a competitive advantage in the labor market and be able to access the latest advances in scientific knowledge.

These approaches and goals are aligned with the Sustainable Development Goals of the United Nations Agenda 2030, so that the learning results of the subject provides training and competence to contribute to some extent to their achievement. The goals considered in the subject are: quality education, decent work, gender equality and reduction of inequalities.

### 2. Learning results

- Know the professional situations in which the English language is a useful communication tool.
- Correctly apply the basic grammatical rules of the English language.
- Be fluent in terminology specific to Human Resources.
- Understand texts in their field of expertise: brochures, reports, press articles, emails, job advertisements, CVs.
- Produce texts related to their specialty: emails, presentations, reports, brochures, CV, cover letter/email.
- Assimilate information from audiovisual material that is not excessively complex in their specialty.
- Express themselves orally with correctness and a certain fluency on topics of their specialty.
- Differentiate between formal and informal register in the use of the English language.
- Develop self-learning strategies.

### 3. Syllabus

Introduction to English for HR

- Basic Terminology for HR
- The Language of Statistics
- The Gender Gap
- Your Rights at Work
- Writing a Leaflet

English as *Lingua Franca*

- Using English in international communication
- Internet and email terminology
- Writing business emails
- Link words

Companies

- Company profile
- Company departments
- The language of presentations
- Comparatives and Superlatives
- Verbal tenses

## Responsibilities

- Functions in HR
- Describing Job Responsibilities
- Types of Contract
- The Career Ladder
- Business Report writing
- Articles

## Recruitment

- Recruitment process
- Job seeking in HR
- Understanding job advertisements
- Preparing a personal profile
- Writing a CV and a covering email
- Job interviews
- The passive
- Interrogative form

## 4. Academic activities

### Face-to-face activities:

- Grammar review and consolidation.
- Acquisition of new vocabulary specific to HR.
- Promotion of basic communication skills: *reading; listening; writing; speaking* through simulations.

### Non-face-to-face activities:

- Performing autonomous work through the ADD mainly related to grammar review and HR-specific vocabulary acquisition.
- Preparatory activities of various kinds using the "flipped classroom" methodology (only necessary in continuous assessment).
- Individual or group performance of communicative tasks that integrate grammatical and lexical practice with the development of one, two or more communicative skills.

## 5. Assessment system

Continuous assessment (it is necessary to attend 80% of the sessions).

1. Mandatory "*flipped classroom*" preparatory assignments (15%): tests, video tutorials, mini-texts... If any student does not complete any assignment, they will get a 0. The maximum number of activities not performed will be 5. Minimum 'compensable' average grade of 4 in each unit required.
2. Two Grammar & Vocabulary tests (30%): error correction, multiple choice, gap filling, rewriting... Required minimum 'compensable' grade of 4 in each of the two.
3. Skills test (reading; listening; writing) (55%). Themes related to any of the units. A minimum 'compensable' score of 4 in each of the parts of this test must be obtained at.

### Single assessment

1. Grammar & Vocabulary test (35%): error correction, multiple choice, gap-filling, rewriting..
2. Skills test (65%). Themes related to any of the units. It is necessary to obtain a minimum 'compensable' score of 4 in each of the parts of this test.

It will be necessary to obtain a minimum of 5 in each of the parts to pass the course. For students who do not reach this grade, their generic grade in the minutes will be 4 (Fail).

Possibility of an oral exam at the end of the course (mandatory for MH). It will be added to the final grade provided it is >5.