270191 - APSS - Academic and Professional Speaking Skills

Coordinating unit: 270 - FIB - Barcelona School of Informatics
Teaching unit: 756 - THATC - Department of History and Theory of Architecture and Communication Techniques

Academic year: 2017
Degree: BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
ECTS credits: 6

Teaching languages: Catalan

Teaching staff

Coordinator: - Antonia Soler Cervera (antonia.soler@upc.edu)
Others: - Maria Del Carme Bordera Perez (carme.bordera@upc.edu)

Prior skills

In order to carry out academic and professional activities in English, students are recommended to have acquired B1 level of the Common European Framework of Reference for Languages (CEF) or higher.

Degree competences to which the subject contributes

Generical:
G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

Teaching methodology

Class session combine content presentation by teacher, extensive practice and students' participation. Students' participation and involvement are critical for the development of course activities.
The work on the course contents is based on the development of tasks.
The activities are based on problem-solving tasks with practical exercises and analysis of samples.

Learning objectives of the subject

1. To understand and apply the principles of academic and professional communication in engineering
2. To recognize oral genres in English in academic and professional contexts
3. To recognize the importance of pronunciation in professional and academic communication
4. To identify basic segmental and suprasegmental aspects of English phonetics in order to improve pronunciation skills
5. To develop active-listening skills in English to improve listening comprehension
6. To understand and interpret information from oral sources and to use information efficiently
7. To develop speaking fluency and to use the correct kind of language for different communicative functions in English
8. To exchange technical information orally and to discuss topics related to computer science appropriately
9. To participate in academic and professional situations effectively using the correct kind of language and level of formality: a seminar, a job-seeking interview
10. To plan an oral presentation for academic or professional purposes, using a problem-solving approach
11. To deliver an oral presentation, using appropriate language, signposting and body language
12. Evaluating an oral presentation according to planning and delivery criteria, making comments and suggestions for improvement
# Study load

<table>
<thead>
<tr>
<th></th>
<th>Hours large group:</th>
<th>Hours medium group:</th>
<th>Hours small group:</th>
<th>Guided activities:</th>
<th>Self study:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total learning time</strong>:</td>
<td>150h</td>
<td>30h</td>
<td>30h</td>
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<td>84h</td>
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<tr>
<td><strong>Fundamentals of academic and professional communication in engineering</strong></td>
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<tr>
<td><strong>Degree competences to which the content contributes:</strong></td>
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<tr>
<td><strong>Description:</strong> Problem-solving and genre. Academic and professional oral genres. Communicative function and strategy</td>
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</table>

**Guidelines for effective pronunciation**

**Degree competences to which the content contributes:**

**Description:**
The importance of pronunciation for intelligibility. English phonetics: basic aspects about the English sound system, stress and intonation. Strategies for dictionary use and for improving pronunciation

**Strategies for effective listening comprehension and speaking practice in computer science**

**Degree competences to which the content contributes:**

**Description:**
Techniques for active listening. Understanding lectures: semantic markers and signposting. Note-taking practice. Listening and speaking practice: spoken academic English in computer science

**Interaction in communicative activities: language functions and usage**

**Degree competences to which the content contributes:**

**Description:**
Levels of formality. Communicative function and language usage to participate in academic and professional activities effectively: telephoning, giving technical explanations and instructions, discussing and negotiating

**Speech organization and genre: skills to participate in academic situations**

**Degree competences to which the content contributes:**

**Description:**

**Speech organization and genre: skills to participate in professional communicative situations**

**Degree competences to which the content contributes:**
Description:
Job-seeking skills: a CV and a job interview. Strategies for successful interaction
## Planning of activities

| Understanding the principles of technical communication | **Hours:** 10h  
Theory classes: 2h  
Practical classes: 2h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
| Recognizing the importance of pronunciation for oral interaction in English | **Hours:** 10h  
Theory classes: 2h  
Practical classes: 2h  
Laboratory classes: 0h  
Guided activities: 2h  
Self study: 4h |
| Practice in recognizing and pronouncing the sounds of English and some features of English stress and intonation | **Hours:** 11h  
Theory classes: 3h  
Practical classes: 2h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
| Developing active-listening skills to improve listening comprehension | **Hours:** 16h  
Theory classes: 4h  
Practical classes: 4h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 8h |
### Practice in gathering and exchanging technical information orally

**Description:**
- Listening for specific information. Understanding the general idea. Listening for discourse markers (signposting) and keywords. Taking notes

**Specific objectives:**
- 3, 5, 6

<table>
<thead>
<tr>
<th>Hours</th>
<th>Theory classes: 4h</th>
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<tbody>
<tr>
<td></td>
<td>Practical classes: 3h</td>
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<td></td>
<td>Laboratory classes: 0h</td>
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<td>Guided activities: 0h</td>
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<td>Self study: 8h</td>
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### Mid-term test

**Specific objectives:**
- 1, 2, 3, 4, 5, 6

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<tr>
<th>Hours</th>
<th>Guided activities: 2h</th>
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<td>Self study: 6h</td>
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### Interacting in oral communicative activities effectively

**Description:**
- Becoming aware of levels of formality. Adapting English usage to level of formality. Using functions of language appropriately for telephoning, giving technical explanations and instructions, discussing and negotiating

**Specific objectives:**
- 6, 7, 8

<table>
<thead>
<tr>
<th>Hours</th>
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<tbody>
<tr>
<td></td>
<td>Practical classes: 3h</td>
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<tr>
<td></td>
<td>Laboratory classes: 0h</td>
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<td></td>
<td>Guided activities: 0h</td>
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<td>Self study: 8h</td>
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</table>
| Participating in an international seminar and practicing the appropriate interaction | Hours: 10h  
Theory classes: 2h  
Practical classes: 2h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
|---|
| **Description:**  
Discussing lectures and readings. Participating in academic discussion: supporting views, presenting ideas orally |
| **Specific objectives:**  
6, 7, 8, 9 |

| Preparing an oral presentation for academic or professional purposes | Hours: 14h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 8h |
|---|
| **Description:**  
Applying a problem-solving procedure: planning, delivery and evaluation. Devising strategy at the planning stage (informing / persuading). Selecting information and structuring the presentation |
| **Specific objectives:**  
7, 8, 10 |

| Delivering an oral presentation and evaluating it | Hours: 14h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 8h |
|---|
| **Description:**  
| **Specific objectives:**  
7, 10, 11 |
## Participating in a job-seeking interview using the appropriate strategy

**Description:**
Writing a CV for a job application. Participating in a job interview. Anticipating questions and preparing explanations according to protocol, using the right kind of language and level of formality

**Specific objectives:**
7, 9

<table>
<thead>
<tr>
<th>Hours</th>
<th>Theory classes: 3h</th>
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<tbody>
<tr>
<td></td>
<td>Practical classes: 2h</td>
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<td></td>
<td>Laboratory classes: 0h</td>
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<tr>
<td></td>
<td>Guided activities: 2h</td>
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<td>Self study: 7h</td>
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## Final test

**Specific objectives:**
2, 4, 5, 6, 7, 9, 10

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<thead>
<tr>
<th>Hours</th>
<th>Guided activities: 2h</th>
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<tbody>
<tr>
<td></td>
<td>Self study: 9h</td>
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## Delivering and evaluating an oral presentation

**Description:**
Students deliver their oral presentations in class and they evaluate their partners

**Specific objectives:**
10, 11, 12

<table>
<thead>
<tr>
<th>Hours</th>
<th>Guided activities: 2h</th>
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<tbody>
<tr>
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<td>Self study: 0h</td>
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## Qualification system

Course assessment is based on course assignments, class participation and written tests.

- **Mid-term test**
  - **Class participation:** Students are expected to complete activities and tasks and bring their answers to class for discussion. They are also expected to work in collaboration with others.
  - A combined mark from these two items (mid-term test and class participation) is calculated, worth 30% with the following defined maximum: max (25% EP + 5% PC, 20% EP + 10% PC).
  - **Oral presentation:** 25%
  - **Speaking activity:** 20%
  - **Final test:** 25%

All the assignments and tests are obligatory.
Bibliography

Basic:


Complementary:


