Course guide
330102 - AE - Business English

Last modified: 01/06/2023

Unit in charge: Manresa School of Engineering
Teaching unit: 756 - THATC - Department of History and Theory of Architecture and Communication Techniques.

Degree: BACHELOR'S DEGREE IN CHEMICAL ENGINEERING (Syllabus 2009). (Optional subject).
BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Optional subject).
BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Optional subject).
BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Optional subject).
BACHELOR'S DEGREE IN ICT SYSTEMS ENGINEERING (Syllabus 2010). (Optional subject).
BACHELOR'S DEGREE IN MINING ENGINEERING (Syllabus 2016). (Optional subject).
BACHELOR'S DEGREE IN MINERAL RESOURCE ENGINEERING AND MINERAL RECYCLING (Syllabus 2021). (Optional subject).

Academic year: 2023 **ECTS Credits:** 6.0 **Languages:** English

LECTURER

Coordinating lecturer: Zapior Grabowska, Gabriela Emilia

Others: Zapior Grabowska, Gabriela Emilia

PRIOR SKILLS

Students must have prior knowledge of the English language acquired during the years of primary and secondary school as established in the Education Act. This knowledge is fundamental and necessary to be able to follow the subject satisfactorily. Please note that it is NOT a general English subject.

DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

Specific:
1. Write technical and business registration instructions in English.
2. Write technical descriptions of objects in English.
3. Advocate for ideas in public; debates and colloquia in English.
4. Prepare oral presentations to present topics in public in English.
5. Be able to summarize and synthesize information in English.
6. Be able to make judgments about information and evaluate content in English.
7. Improve grammatical structures and linguistic expressions at an advanced level in English.
8. Look for information to solve grammatical and terminological aspects from the resources available in English.

Transversal:
10. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.
9. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
11. TEAMWORK - Level 3. Managing and making work groups effective. Resolving possible conflicts, valuing working with others, assessing the effectiveness of a team and presenting the final results.
12. SELF-DIRECTED LEARNING - Level 3. Applying the knowledge gained in completing a task according to its relevance and importance. Deciding how to carry out a task, the amount of time to be devoted to it and the most suitable information sources.

TEACHING METHODOLOGY

Presential sessions in large groups, where the teacher presents the basics of each topic with examples indicating exercises or tasks to the students.
Autonomous work sessions, in which the students deepen the material presented by the professor through notes and suggested exercises or assignments.

LEARNING OBJECTIVES OF THE SUBJECT

At the end of the course, the student must be able to:
Convey the basic knowledge acquired consistently in English.
Know how to explain them orally and in writing.
Write technical registration instructions in English.
Write technical descriptions of objects in English.
Defend ideas in public; debates and coloquies in English.
Prepare oral presentations to present topics in public in English.
Be able to evaluate information and asses contents in English.
Be able to summarise and synthesise information in English.
Improve grammatical structures and linguistic expressions at an advanced level in English.
Be able to find information to clarify grammatical and terminological aspects from resources available in English.

STUDY LOAD

Type	Hours	Percentage
Hours small group	30,0	20.00
Hours large group	30,0	20.00
Self study	90,0	60.00

Total learning time: 150 h

CONTENTS

1: Introduction to technical communication

Description:
1.1 Reflecting on technical communication
1.2 On plagiarism
1.3 Types of texts

This content reflects on technical communication, plagiarism in the academic field and also works on the identification of different types of texts.

Full-or-part-time: 20h
Theory classes: 8h
Self study : 12h

2: Writing stage I

Description:
2.1 Pre-writing analysis: Analysing audience, purpose and tone.
2.2 Generating ideas - brainstorming
2.3 Organizational patterns - outlining
2.4 Drafting

In this content the audience and the intention are worked. Identification of different styles and tones. Organization and structuring of texts and the preparation of drafts.

Full-or-part-time: 20h
Theory classes: 8h
Self study : 12h

3: Job hunting

Description:
3.1 Formal and informal writing
3.2 Researching yourself
3.3 Professional online presence
3.4 Task: CV and Cover letter

This content deals with the differences between formal and informal writing; the preparation of the personal resume and the cover letter together with the complaint / claim letter.

Full-or-part-time: 20h
Theory classes: 8h
Self study : 12h

4: Writing stage II

Description:
4.1 Structuring the paragraph
4.2 Developing paragraph patterns
4.3 Intra-paragraph coherence
4.4 Checking for grammar accuracy

In this content, the development of a good introduction, body and conclusion is worked together with the content and style review.

Full-or-part-time: 10h
Theory classes: 4h
Self study : 6h

5: Post writing stage

Description:
5.1 Technical reports
5.2 Task: Report
5.3 Task: 5-paragraph essay

This section corresponds to writing technical reports and an essay.

Full-or-part-time: 10h
Theory classes: 4h
Self study : 6h

6: Meetings

Description:
6.1 Planning a meeting
6.2 Mastering conversation
6.3 Embracing emotions at work
6.4 Note-taking and technical information
6.5 Informal meetings
6.6 Speech preparation and constructive feedback
6.7 Task: Oral presentation

This content corresponds to the development of a meeting and reflection on human interaction in the business environment.

Full-or-part-time: 20h
Theory classes: 8h
Self study : 12h

7: Language functions

Description:
7.1 Punctuation
7.2 Functions
7.3 Task: Technical Article

This content corresponds to the identification of elements necessary for a correct written presentation and the design of a technical article.

Full-or-part-time: 20h
Theory classes: 8h
Self study : 12h

GRADING SYSTEM

The overall mark is based on the submission of an individual written tasks, the preparation and presentation of an oral intervention, the continuous assessment of the activities proposed in the classroom and a theoretical exam with the following weighting:
- Assessment of the written work, the proposed activities, participation in seminars and other activities in small groups (40%).
- Assessment of the preparation and delivery of an oral intervention (30%).
- Theoretical exam (30%).
The information on the different assessment activities is presented in detail on the subject's intranet (Atenea digital campus).

EXAMINATION RULES.

All assignments are compulsory.
All assignments will be made according to the indicated guidelines.
If any of the assignments is not carried out, it will be marked with a zero.

BIBLIOGRAPHY

Basic:
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- Markel, Michael H. Writing in the technical fields: a step-by-step guide for engineers, scientists, and technicians. Piscataway: IEEE Press, 1994. ISBN 0780310365.
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- Lynch, Tony. Study listening: understanding lectures and talks in English. Cambridge: Cambridge University Press, 1983. ISBN 0521273145.
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- Comfort, Jeremy, i altres. Speaking effectively: developing speaking skills for business english. Cambridge: Cambridge University Press, 1994. ISBN 0521376912.
- Lannon, John M.; Gurak, Laura J. Technical communication [on line]. 13th ed. New York: Longman, 2015 [Consultation: 31/05/2022]. Available on: https://ebookcentral-proquest-com.recursos.biblioteca.upc.edu/lib/upcatalunya-ebooks/detail.action?docID=5186037. ISBN 9781292019567.
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