

Course guide

330102 - AE - Business English

Last modified: 21/04/2026

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 ELECTRICAL 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 CHEMICAL ENGINEERING (Syllabus 2016). (Optional subject). BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2016). (Optional subject). BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2016). (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: 2026 **ECTS Credits:** 6.0 **Languages:** English

LECTURER

Coordinating lecturer:	Zapior Grabowska, Gabriela Emilia
Others:	Zapior Grabowska, Gabriela Emilia Stephens Sim, Ian Kenneth

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

Face-to-face sessions in large groups are used to introduce key concepts and examples, with guidance on related exercises or tasks. These are complemented by autonomous work sessions, where students consolidate their learning through independent study, notes, and assigned activities.

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 colloquies in English.

Prepare oral presentations to present topics in public in English.

Be able to evaluate information and assess 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 Avoiding plagiarism and miscommunication
- 1.3 Types of texts in technical context

Introduction to fundamentals of technical communication, including its purpose and importance. Addressing common challenges such as plagiarism and miscommunication, and providing an overview of the various types of texts used in technical and professional environments.

Related competencies :

03 TLG. 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.

04 COE N3. 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.

Full-or-part-time: 5h

Theory classes: 4h

Self study : 1h

2: Career development and application process

Description:

- 2.1 Formal and informal writing
- 2.2 Career development
- 2.3 Navigating the job market
- 2.4 The application process: CV and Cover letter

This content focuses on self-assessment, building a professional online presence, and the preparation of key job application materials such as the CV and cover letter. It also highlights the differences between formal and informal writing in professional contexts.

Related competencies :

- . Advocate for ideas in public; debates and colloquia in English.
 - . Prepare oral presentations to present topics in public in English.
 - . Look for information to solve grammatical and terminological aspects from the resources available in English.
- 07 AAT N3. 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.
- 04 COE N3. 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.

Full-or-part-time: 12h

Theory classes: 8h

Self study : 4h

3. Referencing, citations and APA

Description:

- 3.1 - Academic language
- 3.2 - Navigating journal articles
- 3.3 - APA referencing

This section focuses on developing essential academic communication skills, including the use of appropriate academic language, effective strategies for reading and understanding journal articles, and proper use of APA referencing to ensure academic integrity.

Related competencies :

- . Write technical and business registration instructions in English.
 - . Write technical descriptions of objects in English.
 - . Be able to summarize and synthesize information in English.
 - . Be able to make judgments about information and evaluate content in English.
- 07 AAT N3. 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.

Full-or-part-time: 6h

Theory classes: 4h

Self study : 2h

4: Writing stage I

Description:

- 4.1 Pre-Writing Analysis: Understanding Audience, Purpose, and Tone
- 4.2 Idea Generation: Brainstorming Techniques
- 4.3 Organising Content: Outlining and Structuring
- 4.4 Drafting: From Outline to First Version

This section focuses on the initial stages of the writing process, including the analysis of audience, purpose, and tone. It covers techniques for generating ideas, identifying appropriate writing styles, organizing content effectively, and preparing structured drafts.

Related competencies :

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 - . Write technical descriptions of objects in English.
 - . Be able to summarize and synthesize information in English.
 - . Improve grammatical structures and linguistic expressions at an advanced level in English.
 - . Look for information to solve grammatical and terminological aspects from the resources available in English.
- 03 TLG. 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.
- 07 AAT N3. 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.

Full-or-part-time: 10h

Theory classes: 8h

Self study : 2h

5: Writing stage II

Description:

- 5.1 Structuring paragraphs
- 5.2 Developing paragraph patterns
- 5.3 Intra-paragraph coherence
- 5.4 Ensuring grammatical accuracy

This section focuses on the effective development of paragraphs, including how to structure clear introductions, bodies, and conclusions. It also addresses content and style refinement, coherence within paragraphs, and grammar accuracy to enhance overall writing quality.

Related competencies :

- . Write technical and business registration instructions in English.
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 - . Look for information to solve grammatical and terminological aspects from the resources available in English.
- 03 TLG. 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.
- 04 COE N3. 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.

Full-or-part-time: 8h

Theory classes: 6h

Self study : 2h

6: Advanced writing and language refinement

Description:

- 6.1 Post-writing strategies and Word formation
- 6.2 Structuring proposals
- 6.3 Writing argumentative texts
- 6.4 Composing technical articles and reports

This section focuses on refining language use and improving writing quality through post-writing strategies such as proofreading and vocabulary development. It also guides learners in structuring proposals, crafting argumentative texts, and producing clear, professional technical articles and reports.

Related competencies :

- . Write technical and business registration instructions in English.
 - . Write technical descriptions of objects in English.
 - . Be able to make judgments about information and evaluate content in English.
 - . Improve grammatical structures and linguistic expressions at an advanced level in English.
 - . Look for information to solve grammatical and terminological aspects from the resources available in English.
- 03 TLG. 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.
- 07 AAT N3. 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.

Full-or-part-time: 12h

Theory classes: 8h

Self study : 4h

7: Oral communication and professional interaction

Description:

- 7.1 Planning and leading effective meetings
- 7.2 Developing conversational skills in the workplace
- 7.3 Understanding and expressing emotions at work
- 7.4 Note-taking and communicating technical information
- 7.5 Preparing speeches and giving constructive feedback

This section focuses on enhancing oral communication skills and understanding human interaction in professional settings. It covers meeting planning, conversational effectiveness, emotional intelligence at work, technical communication, and the delivery of structured oral presentations with constructive feedback.

Related competencies :

- . Prepare oral presentations to present topics in public in English.
 - . Be able to summarize and synthesize information in English.
 - . Improve grammatical structures and linguistic expressions at an advanced level in English.
- 03 TLG. 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.
- 04 COE N3. 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.

Full-or-part-time: 20h

Theory classes: 8h

Self study : 12h

GRADING SYSTEM

Any academic fraud, plagiarism or use or possession of unauthorised means in an assessment activity leads to a mark of zero (0) for the affected test or assignment. Furthermore, in accordance with the University's regulations, if disciplinary proceedings are initiated the subject is recorded as "Pending Assessment" until a decision is reached. These incidents are managed in accordance with the [Action Framework for Academic Integrity in Assessment at the UPC](#).

The overall mark is based on the submission of 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 Cover letter (5%),
- Proposal (15%),
- Report (20%),
- Project (20%).

- Theoretical exam (40%).

The information on the different assessment activities is presented in detail on the subject's intranet (Atenea digital campus).

EXAMINATION RULES.

All activities are mandatory. All submissions must follow the specific guidelines provided for each task. Failure to complete any of the activities will result in a grade of zero for that part of the assessment.

If more than 50% of a written assignment is found to contain patterns generated by artificial intelligence (AI), the task will be automatically failed. AI-generated patterns include mechanically repetitive or overly generic language (e.g., "This essay will discuss the pros and cons of..."), paragraphs with excessively uniform structure and length, or oral presentations organised as literal, predictable outlines with no personal input or contextualisation (e.g., "Introduction – Main points – Conclusion" with sentences copied from standard AI templates). The use of disproportionately elevated or overly academic vocabulary in unjustified contexts — such as words like dwelves, myriad, or notwithstanding used unnaturally — may also be taken as a sign of inappropriate AI use. In such cases, students may be required to give an oral defence of the specific section in question and to provide a reasoned explanation to verify the authenticity and authorship of the text. If the detected percentage is below 50%, a proportional deduction will be applied to the final grade. The same policy applies to plagiarism, especially when copied texts have not been properly paraphrased—even if some verbs or words have been changed—yet the sentence structure and information order remain the same. Such practices are incompatible with the standards of originality and communicative competence required for assessment.

BIBLIOGRAPHY

Basic:

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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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