

Course guide

220041 - 220041 - Spoken Academic and Professional Skills

Last modified: 22/04/2021

Unit in charge: Terrassa School of Industrial, Aerospace and Audiovisual Engineering
Teaching unit: 758 - EPC - Department of Project and Construction Engineering.

Degree: Academic year: 2021 ECTS Credits: 3.0
Languages: English

LECTURER

Coordinating lecturer: M^a Teresa Morera Escudé

Others:

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

Transversal:

1. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 1. Planning oral communication, answering questions properly and writing straightforward texts that are spelt correctly and are grammatically coherent.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 2. Using strategies for preparing and giving oral presentations. Writing texts and documents whose content is coherent, well structured and free of spelling and grammatical errors.
3. 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.

TEACHING METHODOLOGY

Class sessions combine content presentation by the lecturer, 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

To know the English language in a correct oral and written level, and accordingly to the needs of the graduates.

Capacity to communicate, orally and in a written way, knowledge, procedures, results and ideas related to engineer profession.

To conduct an oral presentation in English and answer questions from the audience.

To work effectively in an international context, communicating orally in English with people of different nationalities.

STUDY LOAD

Type	Hours	Percentage
Hours large group	30,0	40.00
Self study	45,0	60.00

Total learning time: 75 h

CONTENTS

- Fundamentals of academic and professional communication in engineering

Description:

Problem-solving and genre. Academic and professional oral genres. Communicative function and strategy

Full-or-part-time: 7h 30m

Theory classes: 3h

Self study : 4h 30m

- Guidelines for effective pronunciation

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.

Full-or-part-time: 5h

Theory classes: 2h

Self study : 3h

- Strategies for effective listening comprehension and speaking practice in engineering

Description:

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

Full-or-part-time: 20h

Theory classes: 8h

Self study : 12h

- Interaction in communicative activities: language functions and usage

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

Full-or-part-time: 12h 30m

Theory classes: 5h

Self study : 7h 30m

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

Description:

Oral presentations: the process of designing an oral presentation (planning, delivery and evaluation). Strategies and techniques for effective presentations. Visuals, signposting and body language

Full-or-part-time: 17h 30m

Theory classes: 7h

Self study : 10h 30m



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

Description:

Job-seeking skills: a CV and a job interview. Strategies for successful interaction.

Full-or-part-time: 12h 30m

Theory classes: 5h

Self study : 7h 30m

GRADING SYSTEM

Course assessment is based on course assignments, class participation and a final test.

Course assignments: 25%

Oral presentation: 30%

Final test: 35%

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.-- 10%

All the assignments and tasks are compulsory