



# Course guide

## 240651 - 240651 - Oral Communication in Academic and Professional English

Last modified: 16/05/2023

**Unit in charge:** Barcelona School of Industrial Engineering  
**Teaching unit:** 756 - THATC - Department of History and Theory of Architecture and Communication Techniques.  
**Degree:** BACHELOR'S DEGREE IN INDUSTRIAL TECHNOLOGY ENGINEERING (Syllabus 2010). (Optional subject).  
**Academic year:** 2023    **ECTS Credits:** 4.5    **Languages:** English

### LECTURER

**Coordinating lecturer:** Marta Aguilar Pérez

**Others:** MARTA VILADOT DUELO  
Viladot Duelo, Marta

### PRIOR SKILLS

In order to carry out academic and professional activities in English, students are recommended to at least possess level B.2.2 from the Common European Reference Framework for Languages , or above.

### TEACHING METHODOLOGY

The course contents will be covered first through teacher's explanation and second (and most importantly) through student participation. Student participation is absolutely essential to develop the activities (listening and speaking skills). Course contents are developed through task-based tasks and activities will be based on problem-solving and practical exercises with sample and model analysis.

### LEARNING OBJECTIVES OF THE SUBJECT

Understand and apply the fundamentals of academic and professional communication within the engineering field. Understand and comprehend the importance of pronunciation in academic and professional communication in English and identify basic segmental and suprasegmental aspects of the English phonetics in order to improve pronunciation. Develop active listening skills to improve oral comprehension. Practise and improve spoken fluency in English and use the correct and appropriate language in different communicative situations. Exchange technical information orally and effectively communicate in English (describing, comparing, recommending). Plan, deliver and assess an oral presentation, using the correct and appropriate language and style. Effectively participating in a job interview.

### STUDY LOAD

Type	Hours	Percentage
Self study	67,5	60.00
Hours medium group	45,0	40.00

**Total learning time:** 112.5 h



## CONTENTS

### Characteristics of academic and professional communication with the engineering field

**Description:**

Problem-solving and genre concept. Oral spoken and professional genres. Communicative functions and strategies.

**Related activities:**

Understand the essentials of active communication.

**Full-or-part-time:** 2h

Theory classes: 1h

Self study : 1h

### Pronunciation

**Description:**

Identify fundamental aspects of English pronunciation and compare them with Spanish and Catalan pronunciation.

**Related activities:**

Pronunciation to achieve an intelligible message. English phonetics: basic aspects of the English sound system, stress and intonation. The dictionary to improve pronunciation.

**Full-or-part-time:** 11h

Theory classes: 10h

Practical classes: 1h

### Strategies for listening comprehension and speaking skills in English in engineering

**Description:**

Techniques to develop active listening. Listening to lectures and speeches: signposting and markers. Note-taking.

**Related activities:**

Identify specific information and understand the gist of the message. Identify signposting, markers and key words. Note-taking.

**Full-or-part-time:** 5h

Theory classes: 1h

Practical classes: 4h

### Interacting in oral communicative activities efficiently.

**Description:**

Identify levels of formality and adapt language to different levels of formality. Use language functions in English to hold a conversation over the telephone, provide technical information, give instructions or participate in a debate.

**Related activities:**

Telephoning, delivering technical explanation, giving instructions and participating in debates and discussions.

**Full-or-part-time:** 12h

Practical classes: 10h

Guided activities: 2h



### Planning and delivering an oral presentation in English

**Description:**

Apply problem-solving process: plan, execute and assess. Design the appropriate strategy (inform/ persuade). Gather information, design visual aids, use appropriate language, structure and deliver the presentation. Evaluate its effectiveness.

**Related activities:**

Plan the presentation on a topic related to engineering and deliver it in front of the classmates.

**Full-or-part-time:** 7h

Practical classes: 4h

Self study : 3h

### Participating in a job interview in English.

**Description:**

Participate in a job interview in English. Anticipate questions and prepare answers according to the protocol, using the appropriate language and level of formality.

**Related activities:**

Write a CV in English for a job application and participate in a job interview.

**Full-or-part-time:** 8h

Practical classes: 5h

Self study : 3h

## GRADING SYSTEM

Assessment is based on work and tasks carried out in class, participation and short written tests, which will account for the following percentages:

- final exam: 40%
- oral presentations: 30%
- activities and participation in class: 30%

DUE TO THE CORONAVIRUS SITUATION, THE ASSESSMENT METHOD HAS BEEN ADAPATED AND CHANGED IN THE FOLLOWING WAY:

- Classroom participation and in-class and out-of-class tasks: 20%
- Oral Presentation: 30%
- Recording (online submission): 10%
- Final Exam: 40%

## BIBLIOGRAPHY

**Basic:**

- Lannon, John M. Technical Communication [on line]. 15th ed. Harlow: Pearson Education, 2021 [Consultation: 30/03/2023]. Available on : <https://ebookcentral-proquest-com.recursos.biblioteca.upc.edu/lib/upcatalunya-ebooks/detail.action?pq-origsite=primo&docID=6504034>. ISBN 9781292363646.
- Reinhart, Susan M. Giving Academic Presentations. Michigan: University of Michigan Press, 2002. ISBN 9780472088843.
- Sweeney, Simon. English for Buisness Communication: a short course consisting of five modules. 2nd ed. Cambridge: Cambridge university Press, 2003. ISBN 9780521754507.
- Aguilar, Marta. Academic and professional oral communication. Barcelona: Copisteria Imatge, 2014.