

## Course guides

### 330102 - AE - Business English

Last modified: 15/07/2020

**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 INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Optional subject).  
BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Optional subject).  
BACHELOR'S DEGREE IN CHEMICAL ENGINEERING (Syllabus 2009). (Optional subject).  
BACHELOR'S DEGREE IN ICT SYSTEMS ENGINEERING (Syllabus 2010). (Optional subject).  
BACHELOR'S DEGREE IN ENERGY AND MINING RESOURCE ENGINEERING (Syllabus 2012). (Optional subject).  
BACHELOR'S DEGREE IN MINING 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 CHEMICAL ENGINEERING (Syllabus 2016). (Optional subject).

**Academic year:** 2020    **ECTS Credits:** 6.0    **Languages:** English

#### LECTURER

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**Coordinating lecturer:** Soler Cervera, Antonia  
Barahona Fuentes, Claudia

**Others:** Gabriela Zapior

#### DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

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**Specific:**

1. (ENG) Escriure instruccions de registre tècnic i empresarial en anglès.
2. (ENG) Escriure descripcions tècniques d'objectes en anglès.
3. (ENG) Defensar idees en públic; debats i col·loquis en anglès.
4. (ENG) Preparar presentacions orals per exposar temes en públic en anglès.
5. (ENG) Ser capaç d'emetre judicis sobre informació i avaluar continguts en anglès.
6. (ENG) Ser capaç de resumir i sintetitzar la informació en anglès.
7. (ENG) Millorar les estructures gramaticals i expressions lingüístiques a un nivell avançat en anglès.
8. (ENG) Cercar informació per resoldre aspectes gramaticals i terminològics a partir dels recursos disponibles en anglès.

**Transversal:**

9. 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.
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.
11. TEAMWORK - Level 1. Working in a team and making positive contributions once the aims and group and individual responsibilities have been defined. Reaching joint decisions on the strategy to be followed.
12. SELF-DIRECTED LEARNING - Level 1. Completing set tasks within established deadlines. Working with recommended information sources according to the guidelines set by lecturers.

#### TEACHING METHODOLOGY

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## LEARNING OBJECTIVES OF THE SUBJECT

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### STUDY LOAD

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

Total learning time: 150 h

### CONTENTS

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#### (ENG) Títol del contingut 1: INTRODUCTION TO WRITING

**Description:**

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**Full-or-part-time:** 20h

Theory classes: 8h

Self study : 12h

#### (ENG) Títol del contingut 2: The writing Process: (II) The Writing Stage A

**Description:**

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**Full-or-part-time:** 30h

Theory classes: 12h

Self study : 18h

#### (ENG) Títol del contingut 3. The writing Process (II): The Writing Stage B: Structuring An Essay and (III) The Post Writing Stage

**Description:**

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**Full-or-part-time:** 20h

Theory classes: 8h

Self study : 12h

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**Description:**

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**Full-or-part-time:** 10h

Theory classes: 4h

Self study : 6h



**Description:**

**Full-or-part-time:** 10h

Theory classes: 4h

Self study : 6h

**(ENG) Título del contenido 6: LISTENING & SPEAKING**

**Description:**

**Full-or-part-time:** 20h

Theory classes: 8h

Self study : 12h

**ORAL ACTIVITIES**

**Description:**

content english

**Full-or-part-time:** 40h

Theory classes: 16h

Self study : 24h

## ACTIVITIES

**(ENG) LA INFORMACIÓN SOBRE LOS CONTENIDOS Y LA PLANIFICACIÓN DE LAS PRÁCTICAS SE DETALLARÁ EN LA INTRANET DE LA ASIGNATURA (CAMPUS DIGITAL ATENEA)**

## GRADING SYSTEM



## BIBLIOGRAPHY

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### Basic:

- Bombardó Solés, Carmen; Aguilar Pérez, Marta; Barahona Fuentes, Clàudia. Technical writing: a guide for effective communication [on line]. Barcelona: Edicions UPC, 2007 [Consultation: 18/06/2012]. Available on: <http://hdl.handle.net/2099.3/36667>. ISBN 9788483019276.
- Markel, Michael H. Writing in the technical fields: a step-by-step guide for engineers, scientists, and technicians. Piscataway: IEEE Press, 1994. ISBN 0780310365.
- Rew, Lois Johnson. Introduction to technical writing: process and practice. 2nd ed. New York: St. Martin's Press, 1993. ISBN 031206781X.
- Blake, Gary; Bly, Robert W. The elements of technical writing. New York: Macmillan, 1993. ISBN 0020130856.
- Huckin, Thomas N.; Olsen, Leslie A. Technical writing and professional communication: for nonnative speakers of English. 2nd ed. New York: McGraw-Hill, 1991. ISBN 0071126422.
- Lynch, Tony. Study listening: understanding lectures and talks in English. Cambridge: Cambridge University Press, 1983. ISBN 0521273145.
- Mablekos, Carole M. Presentations that work. New York: IEEE, 1991. ISBN 0780303059.
- 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. 13th ed. New York: Longman, 2015. ISBN 9781292019567.
- Ellis, Mark; O'Driscoll, Nina. Giving presentations. Essex: Longman, 1992. ISBN 0582064414.
- O'Driscoll, Nina; Pilbeam, Adrian. Meetings and discussions. Harlow: Longman, 1992. ISBN 0582093058.
- Dale, Paulette; Wolf, James C. Speech communication for international students. Englewood Cliffs: Prentice Hall Regents, 1988. ISBN 013827312X.