

## 330102 - AE - Business English

Coordinating unit:	330 - EPSEM - Manresa School of Engineering
Teaching unit:	756 - THATC - Department of History and Theory of Architecture and Communication Techniques
Academic year:	2019
Degree:	BACHELOR'S DEGREE IN CHEMICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional) BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional) BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Teaching unit Optional) BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional) BACHELOR'S DEGREE IN MINING ENGINEERING (Syllabus 2016). (Teaching unit Optional) BACHELOR'S DEGREE IN CHEMICAL ENGINEERING (Syllabus 2016). (Teaching unit Optional) BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2016). (Teaching unit Optional) BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2016). (Teaching unit Optional) BACHELOR'S DEGREE IN ENERGY AND MINING RESOURCE ENGINEERING (Syllabus 2012). (Teaching unit Optional) BACHELOR'S DEGREE IN ICT SYSTEMS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
ECTS credits:	6
Teaching languages:	English

### Teaching staff

Coordinator:	Luna Aguilera, Francesca Morera Escude, Maria Teresa
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### Degree competences to which the subject contributes

#### 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.

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12. SELF-DIRECTED LEARNING - Level 1. Completing set tasks within established deadlines. Working with recommended information sources according to the guidelines set by lecturers.

### Learning objectives of the subject

### Study load

Total learning time: 150h	Hours large group:	30h	20.00%
	Hours medium group:	0h	0.00%
	Hours small group:	30h	20.00%
	Guided activities:	0h	0.00%
	Self study:	90h	60.00%

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### Content

<p>(ENG) Títol del contingut 1: INTRODUCTION TO WRITING</p>	<p>Learning time: 20h Theory classes: 8h Self study : 12h</p>
<p>Description: .</p>	
<p>(ENG) Títol del contingut 2: The writing Process: (II) The Writing Stage A</p>	<p>Learning time: 30h Theory classes: 12h Self study : 18h</p>
<p>Description: .</p>	
<p>(ENG) Títol del contingut 3. The writing Process (II): The Writing Stage B: Structuring An Essay and (III) The Post Writing Stage</p>	<p>Learning time: 20h Theory classes: 8h Self study : 12h</p>
<p>Description: .</p>	
<p>.</p>	<p>Learning time: 10h Theory classes: 4h Self study : 6h</p>
<p>Description: .</p>	
<p>.</p>	<p>Learning time: 10h Theory classes: 4h Self study : 6h</p>
<p>Description: .</p>	

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(ENG) Título del contenido 6: LISTENING & SPEAKING	Learning time: 20h Theory classes: 8h Self study : 12h
Description: .	

ORAL ACTIVITIES	Learning time: 40h Theory classes: 16h Self study : 24h
Description: content english	

### Planning of activities

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

#### 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.