

370515 - COMMUN - Communication

Coordinating unit: 370 - FOOT - Terrassa School of Optics and Optometry
Teaching unit: 756 - THATC - Department of History and Theory of Architecture and Communication Techniques
Academic year: 2019
Degree: BACHELOR'S DEGREE IN OPTICS AND OPTOMETRY (Syllabus 2009). (Teaching unit Compulsory)
ECTS credits: 3 Teaching languages: English

Teaching staff

Coordinator: Teresa Morera Escudé (<http://futur.upc.edu/MariaTeresaMoreraEscude>)

Prior skills

It is assumed that students have a previous knowledge of English they have acquired during the years of study at primary and secondary school as set out in education law.

Degree competences to which the subject contributes

Generical:

1. Acquire communication techniques appropriate to ensure the success of teamwork
2. Capacity to assume different roles within the team, leadership, coordination with other members
3. Display information orally and in writing of reasonably and coherent.
4. Flexibility to integrate into dynamic environments, multidisciplinary and multicultural.
5. Encourage methodical work, rigorous, consistent and innovative
6. Interpret and use non-verbal language
7. Reflect and be able to make a critic of the knowledge and developed skills and the level of achievement.
8. Synthesize and organize information to convey it effectively orally and / or written
9. Locate new information and the interpretation of it in its context.
10. Working with evidence, methodology and rigour.
11. Value the methods used to achieve the objectives.
12. Assessing the acquisition of the course objectives.

370515 - COMMUN - Communication

Teaching methodology

The subject draws upon the following methodologies:

- Explanatory lectures which also allow for participation.
- Task performance (Individual work and pairwork) to put into practice the structures, vocabulary etc. explained, going from more to less guided tasks.
- Problem-solving learning whereby different communicative situations require diverse types of communication (different audience, different register).

Learning objectives of the subject

On finishing the subject

- 1- The student will be able to provide accurate and in-depth descriptions using the technical register in English.
- 2- The student will be able communicate technical information in English by means of a wide array of linguistic resources (vocabulary, grammatical, lexical and syntactic structures) that enables students to effectively communicate in professional settings.
- 3- The student will be able to identify and evaluate different communicative situations, effectively responding to them: transmission of technical information to the general public and to peers, both in writing and verbally.

Study load

Total learning time: 72h	Hours large group:	0h	0.00%
	Hours medium group:	16h	22.22%
	Hours small group:	14h	19.44%
	Guided activities:	0h	0.00%
	Self study:	42h	58.33%

370515 - COMMUN - Communication

Content

<p>TECHNICAL REGISTER</p>	<p>Learning time: 10h Practical classes: 2h Laboratory classes: 2h Self study : 6h</p>
<p>Description: Effective communication in English: after reading texts and viewing oral presentations on technical topics in English, becoming acquainted with the technical register in English. Analyze its features and practise them by means of different activities and tasks.</p> <ul style="list-style-type: none"> - impersonality - formal style and objective tone - compound nouns in technical English 	
<p>TECHNICAL DESCRIPTIONS: pPHYSICAL DESCRIPTION</p>	<p>Learning time: 10h Practical classes: 2h Laboratory classes: 2h Self study : 6h</p>
<p>Description: Physical descriptions (shape, size, measures, dimensions, composition, materials, classification).</p> <p>Specific objectives: Effective communication in English: adapting to different situations when describing a product, tool or machine technically. Listen to fragments and clippings and read texts with technical descriptions. Analyze characteristics and gain practice by means of different tasks.</p>	
<p>TECHNICAL DESCRIPTIONS: PROCESS DESCRIPTIONS</p>	<p>Learning time: 20h Practical classes: 4h Laboratory classes: 4h Self study : 12h</p>
<p>Description: Process description (simple processes simple and instructions; more complex processes, comparing alternatives, applications, etc. and cause-and-effect relationships).</p> <p>Specific objectives: Effective communication in English: adapting to different situations when describing different kinds of usual processes . Listen to fragments and clippings and read texts with technical descriptions. Analyse characteristics and gain practice with different tasks. Deliver oral presentations to two main types of audience ("popular science" and experts).</p>	

370515 - COMMUN - Communication

<p>WRITING TEXTS DESCRIBING A PRODUCT, TOOL, PROCESS, ETC.</p>	<p>Learning time: 6h Practical classes: 2h Laboratory classes: 1h Self study : 3h</p>
<p>Description: From a graph, picture, flowchart or table, write a description in the technical register</p>	
<p>READING AND LISTENING COMPREHENSION OF TECHNICAL COMMUNICATION (PRODUCT AND PROCESS DESCRIPTION).</p>	<p>Learning time: 10h Practical classes: 2h Laboratory classes: 2h Self study : 6h</p>
<p>Description: Read technical texts and answer comprehension questions. Listen to fragments and answer comprehension questions. Classroom resources and digital resources (Atenea) .</p>	
<p>ORAL PRESENTATION.</p>	<p>Learning time: 16h Practical classes: 4h Laboratory classes: 3h Self study : 9h</p>
<p>Description: From a graph, picture, flowchart or table orally deliver a technical description for different situations requiring different degrees of formality. Classroom resources and digital resources (Atenea). The oral presentation delivered in front of classmates will be assessed.</p>	

Qualification system

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- Final exam: 45%
- 2/3 Deliverables : 40-45% (20-15% each)
- Classroom assignments and active participation:10-15%

Regulations for carrying out activities

All submissions must be pursuant to the guidelines on the intranet of the subject (digital campus Atenea).

370515 - COMMUN - Communication

Bibliography

Basic:

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*. New York: St. Martin's Press, 1993. ISBN 031206781X.

Blake, Gary. *The elements of technical writing*. New York: Macmillan, 1993. ISBN 0020130856.

Huckin, Thomas N. *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, 1995. ISBN 0521273145.

Hyland, Ken; Shaw, Philip (ed.). *The Routledge handbook of english for academic purposes*. New York [etc.]: Routledge, 2016. ISBN 9781138774711.

Lannon, John M. *Technical communication*. 9th ed. Longman, 2003.

Ellis, Mark. *Giving presentations*. Essex: Longman, 1995. ISBN 0582064414.

Complementary:

Swales, John M.; Feak, Christine B. *Academic writing for graduate students*. 3rd ed. Ann Arbor: University of Michigan Press, cop. 2012. ISBN 9780472034758.