

370553 - ACP - Academic and Professional 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 Optional)
 ECTS credits: 6 Teaching languages: English

Teaching staff

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

Prior skills

The course is addressed to students with an Upper-intermediate level or above.

Requirements

Students are recommended to possess a B.1.2 level, or higher, to follow successfully the course.

Teaching methodology

The subject draws upon the following methodologies:

- Explanatory lectures which also allow for participation.
- Task performance (Individual work and pair-work)
- Role-playing.
- Reading and understanding of published materials.

Learning objectives of the subject

At the end of the subject the student should be able to
 Coherently communicate the knowledge received in English. Be able to explain it both orally and in writing in English.
 Publicly defend his/her ideas Debates and Meetings in English.
 Be able to express opinions about information and evaluate contents in English.
 Improve grammatical structures and linguistic expressions at an advanced level in English
 Search information to solve grammatical and terminological aspects from the available resources in English.

Study load

Total learning time: 150h	Hours large group:	0h	0.00%
	Hours medium group:	60h	40.00%
	Hours small group:	0h	0.00%
	Guided activities:	0h	0.00%
	Self study:	90h	60.00%

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Content

<p>1. INTRODUCTION TO ACADEMIC WRITING</p>	<p>Learning time: 20h Practical classes: 8h Self study : 12h</p>
<p>Description: 1.1 Types of texts. 1.2 Audience & purpose. 1.3 Fundamental elements in academic writing Style & tone.</p>	
<p>2. ELEMENTS OF ORGANIZATION</p>	<p>Learning time: 20h Practical classes: 8h Self study : 12h</p>
<p>Description: 2.1 Generating ideas brainstorming. 2.2 Organizational patterns outlining.</p>	
<p>3. STRUCTURING AN ESSAY</p>	<p>Learning time: 43h Practical classes: 16h Self study : 27h</p>
<p>Description: 3.1 Writing an introduction & thesis statement. 3.2 Writing the body using transition signals & connectors. 3.3 Writing the conclusion.</p>	
<p>4. LISTENING</p>	<p>Learning time: 32h Practical classes: 10h Self study : 22h</p>
<p>Description: Listening to lectures. Strategies for effective listening. Practice in common situations: Telephoning.</p>	

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6. ORAL ACTIVITIES	Learning time: 45h Practical classes: 18h Self study : 27h
<p>Description:</p> <p>Preparing and delivering an oral presentation. The process of preparing and delivering an oral presentation. Strategies and techniques for of preparing an oral presentation. Structure of an oral presentation. Elements of language (introducing the presentation, signposting, dealing with questions). Delivery of an oral presentation in teams.</p>	

Qualification system

The overall mark will be based on the result of evaluation of the written assignment, the oral presentation prepared in group and delivered individually and the evaluation of the practical sessions and other class activities together with a final exam with the following weights:

- Evaluation of the written assignment (30%)
- Oral presentation(30%)
- Final exam(20%)
- Evaluation of the practical sessions and other class activities (20%)

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

Bibliography

Basic:

- Bombardó, C.; Aguilar, M.; Barahona, C. Technical writing: a guide for effective communication [on line]. Barcelona: Edicions UPC, 2007 [Consultation: 10/07/2017]. 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, NJ: New York: IEEE Press; Institute of Electrical and Electronics Engineers, cop. 1994. ISBN 0780310365.
- Rew, Lois Johnson. Introduction to technical writing: process and practice. 2nd ed. New York: St. Martin's Press, 1993. ISBN 031206781X.
- 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.
- Comfort, Jeremy [et al.]. Speaking effectively: developing speaking skills for business english. Cambridge: Cambridge University Press, 1994. ISBN 0521376912.
- 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 F. Speech communication for international students. Englewood Cliffs: Prentice Hall Regents, cop. 1988. ISBN 013827312X.