



PERSONA CIENCIA EMPRESA
Universitat Ramon Llull

TITLE OF COURSE: ORAL AND WRITTEN COMMUNICATION

MATTER: Oral and Written Communication

MODULE: Professional Complements

PROGRAM TITLE: Degree on Industrial Technologies Engineering

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GENERAL FEATURES *

Type: Basic training Mandatory Optional

Final grade Internship

Duration: Semester

Semester / s: 7

Number of credits: 3

Language / s: English

DESCRIPTION

BRIEF DESCRIPTION AND JUSTIFICATION (In the sense of the subject in relation to education. Between 100 and 200 words.)

E This English course covers all four of the major linguistic skills of oral expression, oral comprehension, written expression and written comprehension. The aim of the course is to enable students to attain a standard of level B2 of the Common European Framework.

Students need to participate actively in all classes throughout the course and also work independently in order to improve their linguistic skills. Students will also learn effective communication skills for scientific and technical professionals and at the end of the course should be able to both give and understand presentations and speeches, negotiate successfully in English and participate in meetings conducted entirely in English as well as being able to achieve level B2 in an exam.

COMPETENCES (Put in the subject preallocated relation skills in the field.)

E3: Capacity to understand and use general knowledge of technical English in the practice of chemical engineering.

T1: Ability communicate effectively both orally and in writing.

T2: Enabled use English as a foreign language.

PREREQUISITES (Modules, subjects, subjects and knowledge required to follow the course. It may be noted that subjects have been studied.)

Completion of the core module.



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CONTENTS (As a ratio of sections are the subject of it, up to the second level of detail.)

Communication in Organisations.
Writing for Scientific and Technical Professionals.
Forms of Written Correspondence in Organisations.
Compiling Reports for Organisations.
Communication for Employment.
Communication utilizing Technology.

Grammatical content:

All verbal tenses.
Modal verbs.
The passive voice.
Comparative and superlatives.
Conditionals.
The use of "I wish" and "If only".
Direct and indirect questions.
The use of "would" and "used to" in the past.
Transitive and intransitive verbs.
Gerunds and Infinitives.
Phrasal verbs.
The use of adjectives and adverbs.
Negative Inversions.



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METHODOLOGY

TRAINING ACTIVITIES * (Complete the table relating activities, workload in ECTS and skills.)

Training activities	Credits	Competitions
Sessions exhibition concepts	0.4	E3, T1, T2
Sessions solving exercises, problems and cases	1	E3, T1, T2
Seminars	-	-
Activities professor compulsory office	-	-
Practical / laboratory	-	-
Presentations	0.4	E3, T1, T2
Activities of personal study by students	1.1	E3, T1, T2
Evaluation activities (examinations, audit trails ...)	0.1	E3, T1, T2
TOTAL	3	

EXPLANATION OF THE TEACHING METHODOLOGY

For attending and participating fully in at least 70% of the classes, a student will be able to achieve 10% of the marks. It is not, however, sufficient merely to come to class without participating actively.

Participation means doing all of the following:

- Participating in English, in class, group and pairwork
- Speaking, listening and responding to what other people in the class say
- Having the book and bringing it to class
- Doing homework, corrections and studying the contents of the previous lesson
- Showing a positive, active interest in the subject

A student who attends regularly but who does not pay attention in class or who tries to distract his/her neighbours in class will clearly not be likely to achieve a high mark for attendance and participation.



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The project work set (compositions, presentations, projects) counts for 30% of the final mark. Criteria used for assessing project work include

- Grammatical accuracy
- Using a range of appropriate vocabulary
- The potential effect on a target reader
- The effort that has been put into the work

Deadlines for handing in project work must be met.

EVALUATION

EVALUATION METHODS * (Complete the table linking evaluation methods, and skills in the weight rating of the course.)

Evaluation Methods	Weight	Competitions
Final Exam	40%	E3, T1, T2
Exams	-	-
Monitoring activities	20%	E3, T1, T2
Papers and presentations	30%	E3, T1, T2
Experimental	-	-
Projects	-	-
Valuation of the company or institution	-	-
Participation	10%	E3, T1, T2

LEARNING OUTCOMES (Explanation of the accomplishments that allow the student skills assessment, relating them to the skills and methods of evaluation.)

- Students should be able to understand and use general knowledge of technical English in the practice of chemical engineering [E3]. (Final Exam, monitoring activities, and work presentations, participation).
- Students must demonstrate the ability to communicate effectively both orally and in writing using English as a Foreign Language [T1, T2]. (Final Exam, monitoring activities, and work presentations, participation).



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QUALIFICATION (Explanation of the computing system the grade for the course.)

First call:

Final Exam 40%

Activities tracking 20%

Jobs and presentations 30%

Participation 10%

Following calls:

Review 50%

Activities Trace -

Jobs and presentations 30%

Participation 10%

EVALUATION OF COMPETENCES (Defining Expression calculation for each competency based assessment activities concerned.)

Be used of the exam to assess competence E3 (Ability to understand and use general knowledge of technical English in the practice of chemical engineering).
Used note papers and presentations to assess competition T1 (Ability to communicate effectively both orally and in writing).

Used the overall grade for the course to assess the competence T2 (Ability to use English as a Foreign Language).

TEXTBOOKS (Recommended and affordable student.)

Murphy, R. (1994). English Grammar in Use Cambridge: Cambridge University Press.

Naunton, J. And Hughes, J (2009). Spotlight on FCE. Heinle

Vince M (1996). First Certificate Language Practice: Heinemann

HISTORICAL DOCUMENT

EARLIER CHANGES

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LAST REVISION

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