



Universidad
Politécnica
de Cartagena



Centro
Universitario
de la Defensa

Course Description:

ENGLISH FOR MANAGEMENT

Degree: Industrial Organization Engineering Degree

1. Subject data

Name		English for Management							
Course field		Foreign Languages							
Module		Compulsory courses.							
Code		511101008							
Degree Programme		Industrial Organization Engineering Degree							
Curriculum		2009 (Decreto 269/2009 31st July)							
Centre		University Centre of Defence at the Spanish Air Force Academy							
Type		Compulsory							
Duration		Four-month course		Semestre		1st	Course		4th
Language		English							
ECTS	4,5	Hours / ECTS		25	Total workload (hours)			112,5	

2. Lecturer data

Lecturer in charge	Dr. Margarita Navarro Pérez		
Department	Foreign Languages Department		
Knowledge area	English Language		
Office location	Office CUD 07		
Telephone	968 18 99 10	Fax	968189970
E-mail	margarita.navarro@ cud.upct.es		
URL/Web	UPCT virtual class (www.upct.es)		
Office hours	See virtual class		
Location	Office 07 CUD		
Qualification/degree	BA English Philology; PhD in Cultural Studies		
Academic rank at CUD-UPCT	Assistant professor		
Year of admission in CUD-UPCT	2018		
Number of five-year periods (<i>quinquenios</i>) if applicable			
Research line	Second language acquisition English language for specific purposes Media Studies Culture and civilization in English speaking countries		
Number of six-year periods (<i>sexenios</i>) if applicable			
Professional experience	Licensed Victuallers, Ascot UCAM, Catholic University of Murcia Research scholar at the University of Sunderland, Centre for Research in Media and Cultural Studies Visiting Scholar at Johannes Gutenberg-Universität, Dpt. of Literature and Culture, Mainz Centro Universitario de la Defensa		

Lecturer	Ms Carmen Maria Miranda		
Department	Foreign Languages Department		
Knowledge area	English Language		
Office location	Office 32 CUD		
Telephone	968 18 29 33	Fax	968189970
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URL/Web	UPCT virtual class (www.upct.es)		
Office hours	See virtual class		
Location	Office 32 CUD		
Qualification/degree	BA in English Studies MA in Secondary School Teaching MA in Editorial Translation		
Academic rank at CUD-UPCT	Assistant professor		
Year of admission in CUD-UPCT	2015		
Number of five-year periods (<i>quinquenios</i>) if applicable			
Research line	English for specific purposes Second language writing Literary translation		
Number of six-year periods (<i>sexenios</i>) if applicable			
Professional experience	Freelance translator and interpreter Technical University of Cartagena Research stay at the University of Copenhagen, Department of English Centro Universitario de la Defensa		

3. Subject Description

3.1. General description

The course English for Management is intended to provide the students with the oral and written skills necessary towards the development of the enhanced B2 competences according to the Common European Framework of Reference for Languages as established by the Council of Europe.

This course aims at developing students' communicative competence at the enhanced B2 level taking into account the four language skills (reading, writing, listening and speaking), as well as grammar and vocabulary. In addition, the course will cover vocabulary specific to the field of business management and military terminology.

An initial placement test will be done at the beginning of the course so as to measure and evaluate the students' previous knowledge and four language skills. This diagnostic test will enable the correct grouping of the students for the different daily tasks.

3.2. How the subject contributes to a professional career

Taking into account the *Common European Framework of Reference for Languages*, this course aims at developing students' ability to use the English language in their military career and to broaden their oral and written skills at an enhanced B2 level.

3.3. Relationship with other subjects in the programme

The English language is an essential communication tool in the students' future professional context fitting in perfectly well with the rest of the courses of the degree

3.4. Incompatibilities defined in the programme

In order to pass *English for Management* it is compulsory to have passed *Technological English II*.

3.5. Recommendations to do the subject

Students are required to have a B2 level before starting the current course.

3.6. Special provisions

Special measures will be adopted to allow learners to combine this course with military training activities. More specifically, individual and group tutorials will be scheduled. E-tutorials will also be available during the whole academic year.

4. Competences and learning outcomes

4.1. Basic curricular competences related to the subject

KC4. Students must be able to transmit information, convey ideas, and describe problems and solutions to a specialized and non-specialized audience.

4.2. General curricular competences related to the subject

GC3. Ability to work in a multilingual environment.

4.3. Specific curricular competences related to the subject

SC27. Communicate effectively in a foreign language.

4.4. Transversal curricular competences related to the subject

CCC1. Oral and written communication skills

4.5. Subject learning outcomes

By the end of the course, students will have developed their receptive (i.e. listening and reading) and productive (i.e. writing and speaking) skills, grammar, and vocabulary at an enhanced B2 level according to the *Common European Framework of Reference for Languages*. In addition, students will have also learned some vocabulary about military English and about business management.

5. Contents

5.1. Curricular contents related to the subject

The contents include a wide range of activities about vocabulary, grammar, translations, reading, listening, writing and speaking following the Common European Framework for the teaching of languages at an enhanced B2 level. Students will also be taught some vocabulary about business management. In addition, students will also be taught some military English by the USAF staff.

5.2. Theory syllabus (teaching modules and units)

Unit 1. International market

Unit 2. Building relationships

Unit 3. Management styles

Unit 4. Team building

Unit 5. Crisis management

5.3. Practice syllabus (name and description of every practical)

Risk prevention

Promoting the continuous improvement of working and study conditions of the entire university community is one the basic principles and goals of the Universidad Politécnica de Cartagena.

Such commitment to prevention and the responsibilities arising from it concern all realms of the university: governing bodies, management team, teaching and research staff, administrative and service staff and students.

The UPCT Service of Occupational Hazards (*Servicio de Prevención de Riesgos Laborales de la UPCT*) has published a "Risk Prevention Manual for new students" (*Manual de acogida al estudiante en materia de prevención de riesgos*), which may be downloaded from the e-learning platform ("Aula Virtual"), with instructions and recommendations on how to act properly, from the point of view of

prevention (safety, ergonomics, etc.), when developing any type of activity at the University. You will also find recommendations on how to proceed in an emergency or if an incident occurs.

Particularly when carrying out training practices in laboratories, workshops or field work, you must follow all your teacher's instructions, because he/she is the person responsible for your safety and health during practice performance. Feel free to ask any questions you may have and do not put your safety or that of your classmates at risk.

5.4. Theory syllabus in English (teaching modules and units)

The course ***English for Management*** is intended to provide the students with the oral and written skills necessary towards the development of the enhanced B2 competences according to the Common European Framework of Reference for Languages as established by the Council of Europe.

Unit 1. International market

Unit 2. Building relationships

Unit 3. Management styles

Unit 4. Team building

Unit 5. Crisis management

5.5. Detailed description of learning goals for every teaching module

The main objective of the course is to develop the four language skills: speaking, listening, reading and writing at an enhanced B2 level.

Unit 1. International marketing

Talking about international brands

Understanding partnerships

Noun compounds and n. phrases

Idioms

Unit 2. Building relationships

Talking about building relationships in commerce: networking

Multiword verbs

Present and past tenses

Unit 3. Management styles

Discuss different aspects of management styles

Delivering a presentation

Passives, adverbs of degree

Unit 4. Team building

Talk about working in teams. Asking for opinion.

Resolving conflict.

Modal perfect. Prefixes. Dependent prepositions.

Unit 5. Crisis management

Handling crises efficiently. Complaints.

Gerunds. Conditionals. Prediction and probability

6. Teaching method

6.1. Teaching Methodology			
Teaching activity	Teaching techniques	Student workload	Hours
Theoretical sessions	Explanation of contents and guidance for the completion of activities	Attendance: attendance and active participation	30
Practical sessions	Guidance for the completion of activities	Attendance: attendance, active participation, and completion of activities in class	15
		Non-attendance: Previous preparation of practical activities before the sessions	9
Individual tasks	Provision of feedback and guidance	Attendance: completion of individual tasks on reading, listening and use of English in class	10
		Non-attendance: preparation of individual tasks and writing activities at home	18
Tutorials	Guidance	Attendance: attendance to tutorials	5.5
Assessment	Preparation of exams and evaluation	Attendance: Exams	5
		Non-attendance: preparation of exams	20
TOTAL			112.5

6.2. Learning outcomes (4.5) / teaching activities (6.1)

Learning outcomes (4.5)							
Teaching activities (6.1)	Theoretical Classes	Practical Classes	Tutorials	Individual Study	Tasks	Formative Evaluation	Final Assessment
Spoken production/interaction B2 CEFR	■	■	■	■	■	■	■
Writing B2 CEFR	■	■	■	■	■	■	■
Listening Comprehension B2 CEFR	■	■	■	■	■	■	■
Reading Comprehension B2 CEFR	■	■	■	■	■	■	■
Grammar and Vocabulary B2 CEFR	■	■	■	■	■	■	■

7. Assessment

7.1. Assessment method						
Instruments of assessment		Type		Assessment methods and criteria	Percentage (%)	Learning Outcomes (4.5)
		Summative	Formative			
Oral exam		■		Oral exam: Communicative competence: linguistic accuracy, correct pronunciation, fluency, clarity and coherence (i.e. syntax, semantics and pragmatics) in the presentation of contents according to the expected level in the fourth year.	12%	-Receptive and productive skills -Grammar Technological vocabulary -Vocabulary about military English
Listening comprehension exam		■		Listening comprehension exam: Linguistic accuracy according to the expected level in the third year. Quality and quantity of comprehension according to the expected level in the fourth year.	12%	
Use of English (grammar and vocabulary)		■		Linguistic accuracy and complexity according to the expected level in the fourth year.	12%	-Grammar - Technological vocabulary
Reading comprehension exam		■		Reading comprehension: Quality and quantity of reading comprehension according to the expected level in the fourth year.	12%	-Receptive and productive skills -Grammar - Technological vocabulary -Vocabulary about military English
Written exam		■		Written exam: Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (i.e. syntax, semantics and pragmatics) in the logical sequencing and development of ideas (i.e. structure) according to the expected level in the fourth year.	12%	
Individual tasks	Practical activities on writing		■	Communicative competence in written production: linguistic accuracy and complexity, clarity and coherence (i.e. syntax, semantics and pragmatics) in the logical sequencing and development of ideas (i.e. structure) according to the expected level in the fourth	10%	-Productive skills -Grammar Technological vocabulary

Brook-Hart, G., & Haines, S. (2009). *Complete CAE Student's Book*. Cambridge: Cambridge University Press.

Cotton, D., Favley, D. and Kent, S. (2011). *Market Leader: Business English Course Book*. Essex, U.K.: Pearson.

MacKenzie, I (2010). *English for Business Studies*. Cambridge: Cambridge University Press.

May, P. (2014). *Cambridge English Compact. Advanced*. Cambridge: Cambridge University Press.

8.2. Supplementary Bibliography

Cunningham, G., & Bell, J. (2011). *Face2Face Advanced Student's Book*. Cambridge: Cambridge University Press.

Gude, K., & Stephens, M. (2008). *CAE Result Student's Book*. Oxford: Oxford University Press.

O'Dell, F. (2012). *Cambridge English Advanced Trainer*. Cambridge: Cambridge University Press.

Wilson, J.J., & Clare, A. (2007). *Total English Advanced Student's Book*. London, Pearson Longman.

8.3. Web and Other Resources

▪ Listening

<http://www.world-english.org/listening.htm>

<http://www.bbc.co.uk/radio/>

<http://www.af.mil>

<http://www.anglik.net/>

▪ **Pronunciation**

<http://www.fonetiks.org/>

http://www.oddcast.com/home/demos/tts/tts_example.php?sitepal

▪ **Reading**

<http://www.short-stories.co.uk/>

<http://themoonlitroad.com/>

▪ **Writing**

<http://www.eslbee.com/>

<http://www.autoenglish.org/writing.htm>

On-line dictionaries:

<http://www.collinsdictionary.com/>

<http://dictionary.cambridge.org/17>

<http://www.wordreference.com/es/en/translation.asp?spen=diccionario+biling%C3%BCe>

<http://prowritingaid.com/Free-Online-Collocations-Dictionary.aspx>

<http://www.thefreedictionary.com/>

<http://www.urbandictionary.com/>