



Course Unit Description

ENGLISH FOR MANAGEMENT

Course 2021-22



GRADO EN INGENIERÍA EN ORGANIZACIÓN INDUSTRIAL (BOE 21-12-2012)

CENTRO UNIVERSITARIO DE LA DEFENSA

Universidad Politécnica de Cartagena

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1. Subject data

Name	ENGLISH FOR MANAGEMENT
Code	511104002
Type	Compulsory
ECTS	4.5
Length of subject	Per term
Length of subject	4th Year - First term
Speciality	
Language	English
Mode of study	In person



2. Lecturer data

Lecturer data	
Knowledge area	
Department	
Telephone	
email	
Office hours and location	
Qualifcation/Degree	
Academic rank in UPCT	
Number of five-year periods	
Number of six-year periods	
CV	

Lecturer data	Tello Fons, Isabel
Knowledge area	Traducción e Interpretación
Department	Idiomas (CUD)
Telephone	
email	
Office hours and location	
Qualifcation/Degree	
Academic rank in UPCT	Profesor/a Ayudante Doctor/a de Facultades y Escuelas Superiores
Number of five-year periods	No procede por el tipo de figura docente
Number of six-year periods	No procede por el tipo de figura docente
CV	
Head of groups	G1, G2



3. Competencies and learning outcomes

3.1. Basic curricular competences related to the subject

[CB4]. Students are required to transmit information, ideas, problems and solutions to a specialized and non-specialized audience.

3.2. General curricular competences related to the subject

[CG3]. To work in a multilingual environment.

3.3. Specific curricular competences related to the subject

[CE27]. To communicate in a foreign language.

Specific topic competences (for elective topics which have them)

3.4. Transversal curricular competences related to the subject

[CT1]. To communicate orally and in writing effectively.

3.5. Subject learning outcomes

At the end of this course, students will have developed both their receptive skills (i. e. listening and reading) and productive skills (i. e. writing and speaking). Their English grammar will have achieved C1 level as per the Common European Framework of Reference for Languages. Students will learn business and military vocabulary as well.

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4. Contents

4.1 Curricular contents related to the subject

English language will be taught according to the Common European Framework of Reference for Languages C1 level I and Military English SLP 3333 level. Reading, listening, writing and speaking tasks, as well as vocabulary and grammar activities will be used in class. This language level will be fully covered. American English accent will be stressed. Additionally, students will learn industrial organization and military vocabulary.

4.2. Theory syllabus

Teaching modules and units

ENTREPRENEURSHIP

Ways of fostering entrepreneurship
Entrepreneurship in action
Collaborative and aggressive negotiation strategies

CRISIS MANAGEMENT

Dealing with crisis events
Successfully dealing with a crisis
Dealing with conflict

LEADERSHIP

Leadership styles and qualities
A business leader
Motivating staff

INTERNATIONAL COMMUNICATION

Culture in international business
Internationalising a company
Conducting successful intercultural communication

4.3. Practice syllabus

Name and description

Comments



Risks 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.

4.4. Comments

Relevant speaking and writing activities will be done throughout the course. Some speaking activities will be graded as part of the portfolio (continuous evaluation).

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5. Teaching method

Name	Description	Hours	In-class %
Theory classes in the classroom	In-class written and oral activities	30	100
Preparation of assignments / reports	Individual or group preparation of tasks	9	0
Completion of formative and summative evaluation activities	Students' dedication to complete formative and summative activities	1	100
Conducting official exams	Students' dedication to take official exams	2	100
Presentation of assignments/reports	Oral presentation of assignment or tasks	3	75
Problem class in the classroom	Solving difficulties in class	10	100
Practical sessions in computer classroom	Sessions in the computer lab	5	100
Tutorials	Clearing up difficulties with the teacher	7.5	50
Individual work / study	Oral presentation of assignment or tasks	45	0



6. Assessment method

6.1. Continuous assessment system		
Name	Description and criteria	Percentage %
Written tests	Realización dos exámenes parciales escritos (30% cada uno) sobre los contenidos abordados hasta el periodo de exámenes correspondiente. Estas pruebas permitirán comprobar tanto la adquisición de las competencias CB2, CB4, CG3, CE27,CT1 y CT5 como todos los resultados de aprendizaje descritos en la memoria del grado. Nota de corte: 4 sobre 10	60 %
Formative and summative evaluation activities for the assessment of competence performance: - Evaluation by the teacher, Self-assessment and Co-assessment (peer evaluation) through quality criteria developed (rubrics) from laboratory reports, proposed problems, Cooperative Learning Activities, etc. - Observation charts (check-list, scales, rubrics) to evaluate performance. - Student portfolio and / or diary to assess self-reflection ability and dedication. - Completion of authentic tasks: simulations, case studies and / or real applied problems, etc.	Evaluación de todas actividades prácticas incluidas en el portfolio del alumno. Estas tareas incluyen informes escritos, trabajos, proyectos individuales o en grupo, resolución de casos, actividades orales de interacción en las que se valorará la pronunciación, expresión, adecuación al contenido y la corrección. Estas actividades de evaluación continua facilitarán la adquisición de las competencias CB2, CB4, CG3, CE27,CT1 y CT5 y todos los resultados de aprendizaje descritos en la memoria del grado. Nota de corte: 4 sobre 10	40 %



6.2. Final assesment system

Name	Description and criteria	Percentage %
Written tests	Examen final (75%). Prueba única sobre contenidos teóricos y prácticos de la asignatura. Evaluación comprensión oral (listening): 25% Evaluación expresión escrita: 25% Evaluación comprensión lectora (reading): 25% Estas pruebas permitirán comprobar tanto la adquisición de las competencias CB2, CB4, CG3, CE27, CT1, CT5, así como todos los resultados de aprendizaje descritos en la memoria del grado. Nota de corte: 4 sobre 10 en cada parcial	75 %
Formative and summative evaluation activities for the assessment of competence performance: - Evaluation by the teacher, Self-assessment and Co-assessment (peer evaluation) through quality criteria developed (rubrics) from laboratory reports, proposed problems, Cooperative Learning Activities, etc. - Observation charts (check-list, scales, rubrics) to evaluate performance. - Student portfolio and / or diary to assess self-reflection ability and dedication. - Completion of authentic tasks: simulations, case studies and / or real applied problems, etc.	Entrega del portfolio de evaluación (podrá incluir expresión oral, entrevista y tareas) Estas actividades de evaluación final facilitarán la adquisición de las competencias CB2, CB, CG3, CE27, CT1, CT5, así como los resultados de aprendizaje descritos en la memoria del grado.	25 %



6.3. Formative assesment

Description

See the information above.

Information

Comments

El alumno deberá realizar el examen final de febrero en caso de suspender alguna de las actividades de evaluación. La nota media entre las diferentes actividades de evaluación debe dar como mínimo un 5 para considerar la asignatura aprobada. El profesor podrá exigir al estudiante que obtenga una calificación mínima de hasta 4 puntos sobre 10 para actividades de evaluación o partes de las mismas que tengan un peso en la calificación final superior o igual al 30%. En caso de que alguna parte de la evaluación quede suspensa, se guardará la nota de la parte aprobada, de tal manera que el estudiante solo deberá recuperar en la siguiente convocatoria la materia no superada. Los alumnos que voluntariamente decidan presentarse a la Evaluación Final deberán renunciar a la nota obtenida por evaluación continua. La planificación temporal de las actividades de la asignatura será coordinada con las actividades aeronáuticas y militares que se lleven a cabo en la Academia General del Aire. Las actividades propuestas para su realización dentro o fuera del aula tendrán el carácter de obligatorias, y por tanto, deberán realizarse para poder superar la asignatura.

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7. Bibliography and resources

7.1. Basic bibliography

Martin Lisboa, Michael Handford Business Advantage. Advanced. Cambridge. 2012. 978-0-521-18184-6

Bill Mascull Business Vocabulary in Use. Advanced. Cambridge. 2017. 978-1-316-62823-2

7.2. Supplementary bibliography

Hewings, Martin Advanced grammar in use a self-stuey reference and practice book for advanced learners of English: with answer. Cambridge University Press. 2000. 0521498686

Cambridge English advanced 5: with answers: authentic examination papers from Cambridge ESOL. Cambridge University,. 2012. 9781107603271

7.3. On-line resources and others

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://www.themoonlitroad.com/> Writing <http://www.eslbee.com/>
<http://www.autoenglish.org/writing.htm> Dictionaries <http://www.businessdictionary.com/>
<http://www.collinsdictionary.com/> <http://dictionary.cambridge.org/17>
<http://www.wordreference.com/es/en/translation.asp?spen=diccionario+biling%C3%BCe> BCe
<http://prowritingaid.com/Free-Online-Collocations-Dictionary.aspx> <http://www.thefreedictionary.com/>
<http://www.urbandictionary.com/>