340281 - TCAP-O7P36 - Academic and Professional Communication Techniques

Coordinating unit: 340 - EPSEVG - Vilanova i la Geltrú School of Engineering
Teaching unit: 736 - PE - Department of Engineering Design
Academic year: 2015
Degree: BACHELOR'S DEGREE IN INDUSTRIAL DESIGN AND PRODUCT DEVELOPMENT ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRONIC SYSTEMS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
ECTS credits: 6
Teaching languages: English

Teaching staff

Coordinator: Elisabet Arnó Macià
Others: Joseph Edward Barr

Prior skills

Required level of English B1.2

Degree competences to which the subject contributes

Transversal:

1. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 1. Planning oral communication, answering questions properly and writing straightforward texts that are spelt correctly and are grammatically coherent.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 2. Using strategies for preparing and giving oral presentations. Writing texts and documents whose content is coherent, well structured and free of spelling and grammatical errors.
04 COE N3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
03 TLG. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.
04 COE. EFFICIENT ORAL AND WRITTEN COMMUNICATION. Communicating verbally and in writing about learning outcomes, thought-building and decision-making. Taking part in debates about issues related to the own field of specialization.

Teaching methodology

Presentations by the lecturer and practical sessions
Cooperative learning
Practical activities and problem-solving

Learning objectives of the subject

This course will focus on oral communication in the technical fields, situated at the B2 level of the Common European
Framework of Reference for Languages. Thus, its main objective is to help students acquire speaking, listening and interactive skills and strategies in order to participate in a wide range of authentic communicative situations in the technical professions, with special emphasis on intercultural communication and autonomous learning. Taking into account the international context in which we are, it is essential for technical students to acquire and develop strategies for effective oral communication in both academic and professional settings. This course is also intended to promote students' critical thinking to help them reflect on the impact of engineering on society and be able to express those reflections in English.

### Study load

<table>
<thead>
<tr>
<th>Total learning time: 150h</th>
<th>Hours medium group:</th>
<th>0h</th>
<th>0.00%</th>
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<tbody>
<tr>
<td></td>
<td>Hours small group:</td>
<td>45h</td>
<td>30.00%</td>
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<tr>
<td></td>
<td>Guided activities:</td>
<td>0h</td>
<td>0.00%</td>
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<tr>
<td></td>
<td>Self study:</td>
<td>105h</td>
<td>70.00%</td>
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### Content

<table>
<thead>
<tr>
<th>Lectures and seminars - Academic communication</th>
<th>Learning time: 4h</th>
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<tbody>
<tr>
<td></td>
<td>Theory classes: 2h</td>
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<tr>
<td></td>
<td>Practical classes: 2h</td>
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**Description:**
DEVELOPING SKILLS AND STRATEGIES FOR EFFECTIVE LISTENING COMPREHENSION AND SPEAKING PRACTICE

**Related activities:**
- Activities to reflect on strategies for effective listening comprehension in the technical fields.
- Activities to practise listening to different types of spoken academic texts.
- Activities to apply different listening strategies in academic discourse.
- Activities to practise spoken academic communication (comprehension, production, interaction).
- Activities to identify features of spoken academic discourse.

**Specific objectives:**
- Some techniques for effective listening.
- Understanding lectures: Semantic markers and signposting.
- Features of lectures, lecture style.
- Note-taking practice, giving oral reports.
- Listening and speaking activities: spoken technical English.
- Pronunciation guidelines for effective listening and speaking.
### INTERACTING IN COMMUNICATIVE SITUATIONS IN THE TECHNICAL FIELDS

<table>
<thead>
<tr>
<th>Learning time: 11h</th>
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<tbody>
<tr>
<td>Theory classes: 2h</td>
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<tr>
<td>Practical classes: 3h</td>
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<tr>
<td>Guided activities: 3h</td>
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<tr>
<td>Self study: 3h</td>
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</table>

**Description:**
Equipping students with resources and strategies to be able to participate orally in English in communicative situations in academic and professional settings, producing accurate and appropriate messages.

**Related activities:**
- Activities to identify appropriate messages in a given communicative situation (language function and level of formality).
- Activities to recognize and produce accurate and appropriate messages in specific situations.
- Role-play activities to practise spoken communication in different situations.
- Listening comprehension activities related to communicative situations in academic and professional settings.

**Specific objectives:**
- Levels of formality and language functions in different communicative situations in technical settings.
- Planning and participating (using spoken English) in academic and professional situations:
  - Telephoning
  - Schedules and appointments
  - Describing products and processes.
  - Discussing and negotiating
SPEECH ORGANIZATION AND ORAL ACTIVITIES

Learning time: 9h
  - Theory classes: 2h
  - Laboratory classes: 3h
  - Guided activities: 2h
  - Self study: 2h

Description:
Effective participation in different oral activities in the technical field: meetings, job interviews, and oral presentations.

Related activities:
- Activities to identify, analyze, and practise the different communicative situations presented in class.
- Activities to develop strategies for effective participation in those communicative situations.
- Role-play activities.
- Activities to analyze and improve one's own performance (how to give a good oral presentation, what makes an effective meeting, resources and strategies for a job interview).
- Developing the appropriate language resources for presentations, meetings, and job interviews.
- Introduction to Pecha Kucha format for concise and effective oral presentations.
- Preparing and delivering an oral presentation in Pecha Kucha format.

Specific objectives:
- Introduction to different types of oral activities
- Meetings: characteristics, roles, structure, guidelines for effective participation in professional meetings.
- Meetings: meeting practice through role-play activities.
- Designing an oral presentation in the technical field
- Planning and structuring an oral presentation (signposting).
- Delivering effective oral presentations (using the Pecha Kucha format).
- Preparation for and effective participation in job interviews.

Qualification system

Assignments (including course portfolio): 25%
Course project (oral presentation and report): 20%
Exams: 35%
Class participation and activities (in-class and out-of-class): 20%

Regulations for carrying out activities

Academic integrity and plagiarism: It is the responsibility of each student to ensure that any work submitted is original and that it is his/her own work (i.e. not plagiarised in part or in its entirety, and carried out without external assistance). If the instructor considers that any work submitted (an activity or part of it, e.g. an assignment) is not original, the student will be disqualified from the entire activity and will get a mark of 0.
Bibliography

Basic:


Others resources:

Hyperlink

Quantum LEAP (Learning English for Academic Purposes)

Online environment to learn English for Academic Purposes