

Diploma in
English
Professional
Skills B2+

2019-20



TEACHER'S GUIDE

Subject: English professional skills B2+

Title: Diploma in English Professional Skills B2+

Academic year: 2018-19

Formation: Compulsory

Language: English

Modality: Face to Face

Credits: 6

Course: depending on entrance level

Term: 2nd

Teachers/Team: ILM Instituto de Lenguas Modernas

1. SKILLS ACQUIRED BY THE STUDENT AND LEARNING RESULTS

1.1. Competences

General competences

CG 7. Team-work development. *Desarrollo de trabajo en equipo*

CG 10. Exercise of working activity in interdisciplinary teams. *Ejercicio de la actividad laboral en equipos interdisciplinarios*

CG 11. Foreign Modern Languages knowledge. *Conocimientos de lenguas modernas extranjeras*

Specific competences

CE.11. Working in English as a foreign language. Fluently manage the linguistic tool which allows to communicate in a social and working environment. *Trabajar en inglés como lengua extranjera. Dominar con fluidez la herramienta lingüística que le permita comunicarse en un entorno social y empresarial.*

CE. 12. Communicate orally and in written form in a second foreign language. Being fluent enough in a second language so the student can has communicative abilities which can be used in other social and labor environment. *Comunicarse de forma oral y escrita en una segunda lengua extranjera. Conocer con fluidez una segunda lengua que permita al estudiante tener habilidades comunicacionales en otros entornos sociales y empresariales.*

1.2. Learning results

Competence to accurately communicate at an oral and written level in a second language, in the professional and personal area.

Knowledge and performance of the socio-cultural and linguistic rules typical of the communicative situations, important in their professional area.

Developing the main language skills (reading, writing, speaking and listening) and those specifically used in their working area.

Analysing and developing the acts of communication acceptable in the specific area of knowledge. Prepare the students to communicate in the second language applying their previous knowledge and to be able to carry out the specific tasks in their professional area in an international workplace.

2. CONTENTS

2.1. Course requirements

English placement test B2 at Nebrija or having taken B1 and B1+ at Nebrija.

2.2. Description of the course contents

This course is designed to develop the linguistic tools of a second language at a B2 level, which will allow the student to communicate in a second language in an international field both personally and professionally.

The students will work with the four basic linguistic skills: reading, writing, speaking and listening and also those used specifically in their profession. Emphasis will be put on oral skills and the student will be prepared to handle the socio-cultural rules of conduct in communicative situations both in the workplace and at a personal level.

Communicative situations such as texts, graphics and audio-visuals in the English language will be analysed and developed. These will allow the students to appreciate the English culture and also enable them to make use of their previous knowledge.

The student will be prepared to develop their professional activity in an international area, and for that purpose, the only means of communication will be the English language and the student will practice real life tasks and situations, to help them in their future career.

2.3. Detailed content

UNIT 6: Age

- **Speaking:** discuss different ages and generations / talk about your future / discuss the right age for different things / hold a debate.
- **Listening:** a BBC programme about letters to your future self / a phone-in about life's milestones / a BBC programme about living longer.
- **Reading:** an article about early and late successes / emails making arrangements.
- **Writing:** an informal email; focus on informal style / a forum comment.
- **Grammar:** modal verbs and related phrases / future perfect and continuous.
- **Vocabulary:** age / word building: prefixes / optimism and pessimism / collocations. **UNIT 7: Media**
- **Speaking:** TV programmes / celebrity and media / express strong reactions / retell a news story.
- **Listening:** an expert talking about hoax photographs / people talking about recent news stories / a BBC programme about live news.
- **Reading:** about TV with a global appeal / an essay on celebrities and the media / tabloid topics.
- **Writing:** a discursive essay; use linkers of contrast / a short news article.

- **Grammar:** quantifiers / reported speech.
- **Vocabulary:** television / multi-word verbs / reporting verbs / the press.

MIDTERM PROJECT: Each project will consist of a written part and an oral defence. Each professor will define the specific project and provide students with a suitable outline.

MID TERM PROJECT DEFENCE

MID TERM EXAM

UNIT 8: Behaviour

- **Speaking:** about a difficult decision you've made / about values and behaviour / deal with awkward situations.
- **Listening:** an experiment about fairness / a BBC documentary about body language.
- **Reading:** three articles about life-changing decisions / the instructions for two games / tips for handling awkward situations.
- **Writing:** an informal article; use linkers of purpose.
- **Grammar:** past and mixed conditionals / -ing form and infinitive.
- **Vocabulary:** collocations: decisions; compound adjectives / values / behaviour.

UNIT 9: Trouble

- **Speaking:** discuss how good a witness you are / speculate about scams / about emergency situations.
- **Listening:** to people talking about getting tricked / to someone report an incident / a BBC programme about a sea rescue.
- **Reading:** an article about memory / an infographic about scams; an advice leaflet about avoiding trouble on holiday / reasons for calling the emergency services.
- **Writing:** a "how to" leaflet; learn to avoid repetition.
- **Grammar:** -ing form and infinitive / past modals of deduction.
- **Vocabulary:** crime; dependent prepositions / synonyms / incidents.

UNIT 10: Culture

- **Speaking:** about a film you never get bored with / about popular culture and arts experiences / show a visitor around part of your town.
- **Listening:** to people talking about films / to tours of two very different places / a BBC programme about an innovative building.
- **Reading:** a film review / answers to popular culture.
- **Writing:** a film review.
- **Grammar:** relative clauses / participle clauses.
- **Vocabulary:** adjectives to describe films / the Arts; two-part phrases / dimensions.

FINAL PROJECT: Each project will consist of a written part and an oral defence. Each professor will define the specific project and provide students with a suitable outline.

FINAL ORAL PROJECT DEFENCE FINAL EXAM
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3. EVALUATION SYSTEM

3.1. Assessment system

Final assessment system will be expressed in figures as follows:

0 - 4,9 Suspenso (SS)

5,0 - 6,9 Aprobado (AP)

7,0 - 8,9 Notable (NT)

9,0 - 10 Sobresaliente (SB)

La mención de "matrícula de honor" podrá ser otorgada a alumnos que hayan obtenido una calificación igual o superior a 9,0.

3.2. Evaluation criteria

Ordinary

1. COURSE WORK	50%	2. FINAL EXAM	50%
MID TERM EXAM (Written part)	10 %	Listening	10%
PARTICIPATION/ CLASS ATTENDANCE	10%	Final Project Oral Defense	10%
GRADED PROJECTS AND ACTIVITIES	30%	Written	30%
- MIDTERM PROJECT (ORAL AND WRITTEN)	10%		
- OTHER ACTIVITIES AND PROJECTS	10%		
- FINAL WRITTEN PROJECT	10%		

Extraordinary

Evaluation system	Percentage
Activities and Projects	30%
Final exam (30% written part; 20% Project defence; Listening 20%)	70%

3.3. Restrictions

As this is a continuous evaluation system based on the students' personal work, a minimum grade of "5" in the global course average is required in order to successfully meet the minimum grade necessary to pass. Students who fail to reach the previously mentioned

minimum grade (nota final 5) will be required to sit **ALL** the parts of the “extraordinaria” exam.

The final Oral Project Defense and the listening comprehension will be done on the final day(s) of class.

This is a continuous evaluation system and all the personal work, participation in class, personal and team work and attendance will be taken into account besides the compulsory exams and assignments. The activities and students’ effort will be highly valued.

Students with “dispensa” must talk to their teacher. It is “Dispensados” students’ responsibility to contact the professor at the beginning of the semester and keep updated regarding directed activities and any requirements for the course.

No **written assignments** will be accepted after the due date given.

Participation and attendance are obligatory for all students. Those students with more than 20% in-class sessions missed may not be qualified to sit for exams.

3.4. Warning about plagiarism

Plagiarism (illegal and unauthorized copying) is penalized with a zero grade 0 for the entire course. Help obtained through other means has the same penalty.

Antonio de Nebrija University will not accept plagiarism or copy in any case. Reproduction of paragraphs from authors different than the student (from the Internet, books, articles, classmates’ works...) is considered plagiarism when the original source is not cited. Plagiarism is a felony.

In the case of detecting this type of practice, it will be considered Severe Offence and the sanction foreseen in the Students’ Regulation might be applied.

4. BIBLIOGRAPHY

Basic

Class book:

Antonia Clare & J.J Wilson. SPEAK OUT UPPER-INTERMEDIATE STUDENT’S BOOK, SECOND EDITION (2015) with ActiveBook. Pearson Education Limited: England.

Complementary

Text books

- Broadhead, A. (2005) Advance your English: Workbook. Cambridge: C.U.P.

Grammar books

- Hewings, Martin (2005) Advanced Grammar in Use. Cambridge: C.U.P. (We recommend the Edition with answers and CD) Dictionaries:
- Cambridge Advanced Learner’s Dictionary, 3rd edition. Cambridge University Press. ● Longman Dictionary of Contemporary English. Longman ● Merriam Webster Dictionary.
- Advanced Learner’s Oxford English Dictionary. Oxford University Press. Internet resources Exercises
- http://www.oup.com/elt/select?url=%2Feltnew%2Fstudents%2F%3Foup_jspFileName%3DstudentSites.jsp
- <http://www.cambridge.org/elt/resources/adult/>

- <http://uk.cambridge.org/elt/students/youngadults/default.html>

Vocabulary: <http://www.visualthesaurus.com/index.jsp>

Listening: <http://www.esl-lab.com/>

Reading: <http://www.penguindossiers.com/>

British culture and newspapers:

- <http://www.culturelab-uk.com/>
- www.bbc.co.uk
- www.guardian.co.uk

The reading of magazines, newspapers and literature and also watching movies and series in English is essential to complete the learning process.

5. PROFESSORS' DATA

Department	ILM Instituto de Lenguas Modernas
Email	
Location	Princesa Campus- Professor's room
Tutorials	<p>FINAL TUTORIAL SCHEDULE TO BE CONFIRMED FIRST DAY OF CLASS</p> <p>Note: It is always advisable to make an appointment with the teacher beforehand to make sure the scheduled time is appropriate for both parts.</p>