

English for Professional Purposes

Bachelor in Applied Modern Languages

UNIVERSIDAD NEBRIJA

TEACHING GUIDE

Subject: English for Professional Purposes

Degree: Bachelor in Applied Modern Languages

Character: Basic

Language: English

Modality: On-site

ECTS: 6

Course: 1st

Semester: 2

Professors/Teaching Staff: Dr. Stephen Jenkins

1. COMPETENCES AND LEARNING OUTCOMES

1.1. Competences

CB1 Have and understand knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

CB2 Apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defence of arguments and the resolution of problems within their area of study.

CB3 Gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

CB4 Transmit information, ideas, problems and solutions to both a specialized and non-specialized public.

CB5 Develop the learning skills necessary to undertake further studies with a high degree of autonomy.

CG3 Develop reasoning and exposition strategies, written and orally, within the field of study of Applied Modern Languages.

CG4 Be aware of fundamental questions about the nature of language in order to understand its relationship with culture, society and other humanistic disciplines.

CG5 Understand, evaluate and analyse messages in different formats in the studied languages, taking into consideration different sociocultural contexts.

CG6 Use information and communication technologies and knowledge to organise, plan and develop academic and professional activities in the field of Applied Modern Languages.

CG7 Recognise, document, value and go in depth into linguistic, literary and cultural diversity in current context, drawing attention to its origins and future perspectives.

CG8 Develop the capacity of linguistic mediation to achieve understanding, acceptance of diversity and its value in intercultural communication.

CG9 Use search tools for documental resources to study foreign modern languages and use own sources to study their corresponding literatures.

CE1 Develop the skills to communicate, with autonomy and efficiency, in two modern foreign languages, different from the mother tongue and, at instrumental level, in a third one.

CE2 Know the theoretical and practical description of the chosen languages and their literatures, to apply it in its academic and professional use with different degrees of instrumental mastery.

CE4 Describe the structure of the studied languages in the different fields (Phonology, Lexicon, Morphology, Syntax, Semantics, Pragmatics and Discourse) identifying different registers.

CE5 Knowing the pragmatic rules of the studied languages in order to adequately interpret oral and written messages, preventing linguistic and intercultural misunderstandings.

CE10 Recognise temporal, spatial, social and situational varieties of the studied languages in order to interpret texts from different typologies and to manage them in different communicative exchanges.

CE13 Know the current geopolitical and social situation of the countries linked to the languages studied from a historical perspective.

1.2. Learning outcomes

At the end of this subject, the student must:

- Know the grammar, lexicon and phonetics of Language A at different levels.
- Know the semantic, pragmatic, socio-linguistic and cultural aspects of communication in Language A.
- Know the most significant items in the history of the literature of Language A.
- Mastering a communicative competence close to that of a native speaker, controlling the situation, the participants and the intentions of the communication.
- Apply oral and written communication strategies in Language A.
- Master the academic and professional discourse.
- Possess specialized knowledge of certain areas of history, politics, society, art, economics, etc. associated with language A.
- Analyze the socio-political, economic and cultural panorama of the contemporary world.
- Be able to transmit ideas, knowledge and opinions, as well as to argue and debate in language A

2. CONTENTS

2.1. Previous requirements

None

2.2. Description of contents

In the subject English for Professional Purposes, we fundamentally work on oral and written language skills, with different communicative functions and within different professional contexts, in order to achieve a specific vocabulary, as well as understanding and producing texts, both oral and written, from the field of business in general (telephone information, job interviews, CVs, letters, short messages, reports, etc.). Analysis of the meaning of texts in the company's environment, without a specific specialisation. Study of the communication strategies through communicative activities within the scope of the company for different purposes: making public presentations, preparing reports, communicating with customers, commercial announcements, oral and written messages, etc.

2.3. Training activities

TRAINING ACTIVITY	HOURS	PERCENTAGE OF ATTENDANCE
A1. Theoretical- practical classes, field work sessions	45	100%
A3. Individual and/or group tutorials	15	60%
A4. Individual or group work	47	20%
A6. Individual study and autonomous work	40	0%
A8. Tasks for assessment and final assessment	3	100%
TOTAL HOURS NUMBER	**150**	

2.4. Metodologías Docentes / Teaching methodologies

CODE	Teaching methodologies	Description
MD1	Expository method/ Master class	Presentation by the teacher of the contents of each topic through explanations and presentations, along with indications on sources of information and bibliography. The active participation of the student is promoted through activities such as debates, discussion of case studies, questions and presentations. The student will previously have the didactic materials, which will include objectives, syllabus, schedule and resources.

MD2	Resolution of exercises and problems	Approach to situations and practical exercises that the student must solve.
MD4	Performing work	Preparation of reports and documents in which the student must carry out bibliographic search, information gathering, document analysis, case analysis, writing and explanation of conclusions.

3. ASSESSMENT SYSTEM

3.1. Grading system

The grading system (R.D. 1125/2003, of 5th September) will be as follows:

0 - 4.9 Fail (SS)
5.0 - 6.9 Pass (AP)
7.0 - 8.9 Good (NT)
9.0 - 10 Excellent (SB)

The mention of "honors" may be obtained at the proposal of the professor of the subject after completing a tutored work. The teacher must write a report evaluating the contributions of the work.

3.2. Evaluation criteria

Ordinary call

Assessment system	Minimum weighting	Maximum weighting
SE1 Attendance and participation	10%	25%
SE2 Presentation of assignments and projects (individual tasks and group work)	25%	30%
SE3 Midterm assessment	15%	25%
SE4 Final assessment	35%	50%

Extraordinary call

Assessment system	Minimum weighting	Maximum weighting
SE2 Presentation of assignments and projects (individual tasks and group work)	40%	40%
SE4 Final assessment	60%	60%

3.3. Restrictions

Minimum grade

In order to average the above weightings, it is necessary to obtain at least a grade of 5 in the final exam.

Attendance

Students who, without justification, fail to attend more than 25% of the face-to-face classes may be deprived of the right to take the exam in the regular exam.

Writing standards

Special attention will be paid in the papers, practices and written projects, as well as in the exams, to both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to meet the minimum acceptable standards may result in points being deducted in such work.

3.4. Warning Regarding Plagiarism and the Use of AI

Antonio de Nebrija University will not tolerate plagiarism or copying under any circumstances. The reproduction of paragraphs from sources other than the student's own work (the Internet, books, articles, classmates' papers, etc.) will be considered plagiarism if the original source is not cited. Citations must not be used indiscriminately. Plagiarism is a crime.

If such practices are detected, they will be considered a Serious Offense, and the penalty provided for in the Student Regulations may be applied.

The adoption of AI tools in teaching must be based on a transparent, responsible, ethical, and secure approach that fosters the development of digital competencies among students:

- The instructor will specify in each learning activity whether they plan to use Generative AI, for what purpose, and the requirements for its application.
- It is the student's responsibility to demonstrate transparent, ethical, and responsible conduct in the use of Generative AI and to adhere to the application criteria established by the instructor for each activity.
- The detection of any fraudulent conduct regarding the use of Generative AI, or failure to follow the instructor's instructions, will result in the application of the sanctions provided for in the Disciplinary Regulations.

4. BIBLIOGRAPHY

Recommended bibliography

- American Psychological Association (2020*). Concise Guide to APA Style: The Official APA style Guide for Students (7th Edition).* Washington: American Psychological Association.
- Canavor, N. (2018). *Business Writing Today: A Practical Guide. 3rd edition*. Los Angeles. Sage Publications. ISBN: 9781506388328
- Hooper, F. et al. (2000). *Essentials of English. A practical handbook covering all the rules of English grammar and writing style: a fine reference source for both classroom and business use: covers grammar, punctuation, sentence structure, correct word usage, and more.* New York: Barron´s, cop.

- Parkinson, D., & Noble, J. (2005). *Oxford business English dictionary: For learners of English*. Oxford: Oxford Univ. Press.
- Seely, John (2005). *The Oxford Guide to Effective Writing & Speaking.* Oxford; New York: Oxford University Press.

Recommended bibliography

- Jones, L. & Alexander, R. (1997). *New International Business English: Communication Skills in English for Business Purposes (Student's Book).* Cambridge: Cambridge University Press.

Other resources

- Purdue University – College of Liberal Arts (2021). *The Purdue Writing Lab.* Purdue University https://owl.purdue.edu/
- Business English Pod: Learn Business English Online (2022). *Business English Pod.*
- https://www.businessenglishpod.com/

5. PROFESSORS' INFORMATION

You can consult the e-mail addresses of the professors and the academic and professional profile of the teaching staff at https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#docentes