

**Información del Plan Docente**

<b>Academic Year</b>	2016/17
<b>Academic center</b>	175 - Escuela Universitaria Politécnica de La Almunia
<b>Degree</b>	425 - Bachelor's Degree in Industrial Organisational Engineering
<b>ECTS</b>	6.0
<b>Course</b>	4
<b>Period</b>	Second semester
<b>Subject Type</b>	Optional
<b>Module</b>	---

**1.Basic info****1.1.Recommendations to take this course****1.2.Activities and key dates for the course****2.Initiation****2.1.Learning outcomes that define the subject****2.2.Introduction****3.Context and competences****3.1.Goals****3.2.Context and meaning of the subject in the degree****3.3.Competences****3.4.Importance of learning outcomes****4.Evaluation****5.Activities and resources****5.1.General methodological presentation**

**The learning process that has been designed for this subject is based on the following:**

In the learning process, the student's role will be mainly active in either group work (by working in pairs or small groups, in which they should solve a problem, make a report, comment on a text or listen to specific or general information, etc.) or individually, all that under supervision of the teacher and using online resources.

**5.2.Learning activities**

**The program that the student is offered to help him achieve the target results includes the following activities...**

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### Face-to-face generic activities:

• **Theoretical and practical classes** : Theoretical concepts of the subject will be explained and practical examples to support the theory developed

• **Conversation Practices** : Students will be divided into pairs or small groups and will be supervised by the teacher.

### Non-class generic activities :

• Study and assimilation of the theory presented in the lectures.

• Organization of seminars, solving suggested problems, etc.

• Scheduling written continuous assessment tests and final examinations.

**Supervised autonomous activities:** Targeted mainly to seminars and tutorials under the supervision of the teacher.

**Support activities** : Mainly, through a virtual learning portal (Moodle) different activities that reinforce the basic contents of the subject will be made. These activities can be customized or not, being monitored through the above mentioned virtual portal.

## 5.3.Program

### Essential Contents of the subject to achieve the target learning outcomes.

**1. Management Engineering Degrees** : Vocabulary: Branches in engineering. The timetable. Course descriptions. Theory: Present simple v Present continuous. Definite and indefinite article. Writing: Describing university courses and their contents. Writing an application letter. Oral Practice: The university interview.

**3. Manufacturing materials** : Vocabulary: Materials. Properties of Materials. Theory: Comparative and superlative adjectives. Opposites. Relative clauses. Writing: Writing a recommendation text. Explaining laws of nature. Oral Practice: Explaining the difference between materials. Comparing and contrasting.

**4. Manufacturing tools and machinery** : Vocabulary: Construction Tools. Theory: Type 0 conditionals. Purpose: used for -ing, used to, can, enable. Writing: Writing a description of construction tools. Oral Practice: Defining new words. Explaining how something works. Classifying.

**5. The manufacturing process** : Vocabulary: Parts of a factory. Personnel (Who does what?) Theory: Active v Passive. Present and Past passive forms. Writing: Writing a project brief. Oral Practice: Describing a manufacturing process.

**6. Welcoming visitors** : Vocabulary: Measurements, quantities and numbers (dates, fractions, money). Theory: Quantifiers, Countable/Uncountable nouns. Prepositions of time. Perfect tenses. Writing: Writing emails to arrange a company visit. Oral Practice: Welcoming visitors and showing them around the factory.

**7. Solving problems** : Vocabulary: Identifying faults. Troubleshooting and repairs. Theory: Time clauses. Cause and effect. Prefixes. Past simple/Past continuous. Writing: Writing a report. Reporting defects and accidents. Using the problem-solution pattern. Oral Practice: Explaining what happened.

**8. Rules and Regulations** : Vocabulary: Hazards and safety precautions. Security threats. Theory: Modal verbs used to express rules: can/can't, should/shouldn't, must/mustn't, ought. Noun phrases. Writing: Writing safety signs. Warning expressions. Oral Practice: Giving instructions. Giving directions. Explaining rules. Making suggestions. Making recommendations.

**9. Company Communication** : Vocabulary: Charts, reports, memos, schedules. Theory: Modal verbs to express degrees of certainty: may, could, might, will, won't. Prepositions of place and movement. Writing: Writing reports. Oral Practice: Holding a meeting. Explaining a diagram. Interpreting charts, graphs, diagrams and tables.

**10. Information and Communication Technology** : Vocabulary: Email addresses and urls. Cyber space. Theory: Conditional Sentences. Punctuation. Writing: Technical writing. Oral Practice: Telephoning across cultures.

**11. The future of engineering** : Vocabulary: Future developments. Theory: Tenses used to express future time. Multi-part verbs (phrasal verbs). Writing: Making predictions. Presenting a schedule. Oral Practice: Presenting a Project.

**12. Management engineering jobs** : Vocabulary: Job and work. Careers in Management Engineering. Internet resources for job search. Writing: Writing a CV. Writing a cover letter. Oral Practice: Talking about jobs. Talking about requirements. The job interview.

## 5.4.Planning and scheduling

### Face-to-face Sessions Schedule and presentation of tasks

The classes are held according to the schedule established by the Institution, which is published prior to the start date of the course. A more specific calendar with the activities of the subject may be scheduled and published in the ADD of the University of Zaragoza.

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The teacher will inform the students of the tutorials schedule also through the ADD or other means of communication set up by the Institution.

### 5.5. Bibliography and recommended resources

- Alexander, L.G.. Longman English grammar practice / L.G. Alexander London ; New York : Longman, 1990
- Bolton, David. English grammar in steps / english grammar presented, explained and practised in context by David Bolton and Noel Goodey . - [1ª ed.] London : Richmond, D. L. 2004
- Eastwood, John. Oxford practice grammar : with answers / John Eastwood . - [1st ed., 2nd. repr.] Oxford : Oxford University Press, 1992
- Murphy, Raymond. English grammar in use : a self-study reference and practice book for intermediate students : with answers / Raymond Murphy . - 1st. pub., 16th printing Cambridge : University Press, 1992
- Azar, Betty Schramper. Understanding and using english grammar / Betty Schramper Azar . - 2nd ed. New Jersey : Prentice Hall Regents, 1989
- Collins Cobuild...English language dictionary / developed and compiled in the English Department at the University of Birmingham as part of a language research project commissioned by Collins Publishers . - [1st ed., 6th repr.] London ; Glasgow : Collins ; Stuttgart : Klett, 1992
- Diccionario Oxford Avanzado para estudiantes de inglés : español-inglés, inglés-español / dirección editorial, Annella McDermott, Patrick Goldsmith, Mª Angeles Pérez Alonso ; equipo de redacción Ana Bremón ... [et al.] Oxford [etc.] : Oxford University Press, 1996
- Beigbeder Atienza, Federico. Diccionario politécnico de las lenguas española e inglesa = Polytechnic dictionary of Spanish and English languages / F. Beigbeder Atienza . - 2a. ed. Madrid : Díaz de Santos, S.A., 1997
- Dudley-Evans, Tony. Engineering / Tony Dudley-Evans, Tim Smart, John Wall . - [1st ed., 6th. imp.] Harlow, Essex : Longman, 1987
- Engineering / prepared by English Language Services ; [Contributing editor Louis de Pian] New York [etc.]: Collier-Macmillan, 1967
- Glendinning, Eric H.. Technology 2 / Eric H. Glendinning and Alison Pohl Oxford : Oxford University, 2008
- Hollett, Vicki. Tech Talk : Intermediate Student's Book / Vicki Hollett, John Sydes Oxford : University Press, 2009
- Ibbotson, Mark. Cambridge English for engineering / Mark Ibbotson . - 1st ed., 4th repr. Cambridge : Cambridge University Press, 2010
- Thorn, Michael. An Introduction to technical English / Michael Thorn and Alan Badrick.. - 1ªedición New York [etc.] : Prentice Hall, 1993
- Waterhouse, Graham. English for the construction industry / Graham and Celia Waterhouse. - 1st published, repr London ; Basingstoke : Macmillan, 1985

### Resources

Textbook, Internet and Audiovisual support material (sound equipment, computer, and projector.)

Internet provides a vast amount of resources for all levels and activities, from grammar or vocabulary review to dictionaries, listening skill activities, etc.

Some of them:

<http://www.everydayenglish.com>

<http://www.quia.com>

<http://www.freeenglish.com>

<http://www.yellowwallet.com>

<http://www.englishclub.com>

<http://www.tefl.net>

<http://www.esl-images.com>

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

<http://www.esl-lounge.com>

<http://www.english-to-go.com>

<http://www.eslflow.com>

<http://www.a4esl.org>

<http://www.babelfish.altavista.com>

<http://www.learnenglish.org.uk>

<http://www.longman.com>

<http://www.flo-joe.co.uk>

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<http://www.eslcafe.com>  
<http://www.englishlearner.com>

online dictionaries  
<http://www.open-dictionary.com>  
<http://www.onelook.com>  
<http://www.babylon.com>  
<http://www.wordreference.com>

In the course written and audiovisual materials will be used. Written documents necessary for the development of the course will be provided well in advance via personal or via ADD through the Moodleplatform, <http://moodle.unizar.es>.