

## 29025 - Foreign Language (English)

### Información del Plan Docente

Academic Year	2016/17
Academic center	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	6.0
Course	4
Period	Indeterminate
Subject Type	Optional
Module	---

### 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

Course methodology

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

Although part of any class session is likely to involve direct teaching, the emphasis is on student participation in English and the students will be expected to take part actively in discussion and in tasks such as small group and pair work, role play and oral presentations. These activities will include:

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- . Oral and written communication tasks.
- . Analysis and production of written texts relating to business topics as well as copies of the most common documents and correspondence to be encountered in the business professional practice.
- . Representation and description of trends and statistic data.
- . Oral presentation of a business project or new ideas.
- . Simulation of real business situations

The student will also be expected to spend time studying outside the class using extra facilities and materials to help them develop their expertise as an independent language learners.

### 5.2.Learning activities

**The programme offered to students to help them achieve the learning outcomes includes the following activities:**

**1:** Lectures: with the main objective of conveying the fundamental concepts of the module, so that goals set by the teacher are achieved. The lecture is expected to be participatory and to encourage debate and clarify issues and questions based on the learning materials.

**2:** Practice sessions: individual and group tasks on business related discussions, team work and group interaction, preparation and presentation of companies, projects or ideas, simulation of business situations.

**3:** Tutorials and evaluation that allow a more direct and personal support to students in order to monitor tasks, answer questions and guide them in their academic work. These tutorials may be individual or in a group.

### 5.3.Program

#### Course syllabus

Contents are divided into five modules that are distributed as follows:

#### THE COMPANY

-Description of a company organization: hierarchy and functions

-Description of job positions and responsibilities

-Profile of a company

#### SOCIALISING AND TELEPHONING

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- Greetings and introductions
- Telephone language
- Cross-cultural (mis)understanding

### **RECRUITMENT**

- The process of recruitment: job offers
- The process of job application: writing a CV and a letter of application
- The job interview

### **BUSINESS PRESENTATIONS**

- Preparation of a business presentation
- Structure of a presentation
- Language reference and instructions for delivering a presentation
- Instruction for the presentation of a project

### **BUSINESS CORRESPONDENCE**

- Documents used in international business and institutional contexts
- Business letters and e-mail writing

## **5.4.Planning and scheduling**

### **Timetable of classroom sessions and assignments deadlines**

The timing of the sessions, activities and key dates concerning assignments deadlines will be communicated to students during the semester in due time in class and through the Moodle Platform.

The official hours and dates of the final exams can be found on the web page of the Faculty of Business and Public Administration of Huesca.

Note that it is the responsibility of students to ensure that they have read and understood all the information about the course, and have checked lessons timetable and exam dates in advance, so as to be able to plan their work schedule. If

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you are in any doubt, talk to the teacher in good time.

### 5.5. Bibliography and recommended resources

The updated bibliography can be found in the University Library (go to 'bibliografía recomendada' in '<http://psfunizar7.unizar.es/br13/eBuscar.php?tipo=a>')