

28532 - English Specific to Labour Relations and Human Resources

Información del Plan Docente

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| Academic Year | 2018/19 |
| Subject | 28532 - English Specific to Labour Relations and Human Resources |
| Faculty / School | 108 - Facultad de Ciencias Sociales y del Trabajo |
| Degree | 428 - Degree in Labour Relations and Human Resources |
| ECTS | 6.0 |
| Year | |
| Semester | Second semester |
| Subject Type | Optional |
| Module | --- |

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The learning process designed for this subject is based on the following aspects:

Due to the applied nature of this subject, all activities have been programmed from a practical perspective considering various situations that simulate real professional practice

In-class activities:

- Brief theoretical introduction to grammar points, relevant stylistic aspects and textual

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organization.

- Grammar practice.
- Specialized vocabulary practice.
- Skills practice: reading, writing, speaking; listening.

Out of-class activities:

- Self-learning activities available on the subject's website. These are mainly focused on grammar and vocabulary-acquisition practice.
- Communication skills work: communicative tasks that integrate grammatical and lexical aspects with one or more skills.

4.2.Learning tasks

The syllabus includes...

Dynamic, practical sessions, i.e., there are no purely theoretical sessions. Student work is regularly supervised by the lecturer, both in the classroom and outside, in tutorial time. Students may also find supporting material in both the bibliography and website for the subject.

4.3.Syllabus

1. Grammatical and functional content practised in specific contexts: verb tense revision; the comparative and the superlative; articles, relative pronouns; conjunctions and other link words; the passive voice; the interrogative form; descriptions; the language of statistics.
2. Practice of specific vocabulary related to the following topics: English as *lingua franca*; the Internet; electronic business communication; business organisation; job responsibilities; recruitment; job hunting.
3. Integrated communicative skills related to the topics above: e-mails; business reports; job advertisements; CV and cover letters; presentations; job interviews.

4.4.Course planning and calendar

Calendar of Class Sessions and Assignment Deadlines

The subject comprises 6 ECTS credits, which involves 150 hours of student work. These 150 hours are organised into different types of activities.

1 In-class sessions: student work is focused on skills practice (**45 hours**).

2 Tests (**5 hours**)

3. Independent student work and self-study time (**100 hours**)

- Independent work: 94 hours.

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- Team work: 6 hours

At the beginning of the term, the lecturer will provide information regarding key assessment and assignment dates, both for students who choose the continuous assessment option and those who do not. **The deadline for assignments will be the same for all students, regardless of their assessment option.**

If students opt for the continuous assessment option then they are expected to attend at least 80% of the class sessions. In addition, regular production of practical tasks is also expected from them.

4.5. Bibliography and recommended resources