GUÍA DE ESTUDIO DE LA ASIGNATURA INGLÉS PARA FINES PROFESIONALES
Cod.65031106

2ª PARTE | PLAN DE TRABAJO Y ORIENTACIONES PARA SU DESARROLLO

GRADO EN TURISMO 2010 - 2011

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ENGLISH FOR PROFESSIONAL PURPOSES

1.- WORK PLAN

English for specific Purposes is divided into six main units, which make up six European Credit Transfer and Accumulation System (ECTS). Each credit corresponds to 25 hours of work on the part of the student. Thus the total number of hours the student will have to devote to this subject is 150. This subject is specifically oriented towards the development of the different skills in using the English language, focusing special attention on improving oral skills.

The units that we have included are the following:

- **UNIT 1: DIFFERENT JOBS, DIFFERENT DESTINATIONS**  → 1 CREDIT ECTS → 25 hours of study/practice
- **UNIT 2: INTERCULTURAL COMMUNICATION**  → 1 CREDIT ECTS → 25 hours of study/practice
- **UNIT 3: TRANSPORTATION OF PEOPLE AND GOODS**  → 1 CREDIT ECTS → 25 hours of study/practice
- **UNIT 4: ACCOMODATION**  → 1 CREDIT ECTS → 25 hours of study/practice
- **UNIT 5: SUSTAINABLE ECONOMY**  → 1 CREDIT ECTS → 25 hours of study/practice
- **UNIT 6: ON DUTY/OFF DUTY**  → 1 CREDIT ECTS → 25 hours of study/practice

These obligatory units will be available to the students on the books Varela Méndez, Raquel y Bárcena Madera, Elena. *English for Professional Purposes*. Madrid: Anaya, and Arroyo Vázquez Mª Luz y Talaván Zanón, Noa. *English Oral Practice for Professional Purposes* Madrid: Ramón Areces, for them to read, study and do the corresponding activities in the indicated time and manner (See Table 2 and section 3). Each unit is structured in a similar way, containing the following sections and types of activities, which the student should distribute according to the following schedule:
TABLE 1: Activities, credits and time that students have to dedicate to the sections in each unit:

<table>
<thead>
<tr>
<th>SECTIONS IN EACH ONE OF THE SIX UNITS</th>
<th>ACTIVITIES IN EACH SECTION</th>
<th>CREDITS/TIME DEVOTED TO EACH SECTION IN THE COURSE (APPROX.)</th>
</tr>
</thead>
</table>
| A) ORAL INTERACTION                   | • Meeting the VIP lounge  
• Experiences of a flight attendant  
• Cultural mistakes  
• Making reservations  
• Making plans | 0.5 créditos ECTS $\rightarrow$ 12.5 horas |
| B) LISTENING, ORAL MEDIATION, ORAL PRODUCTION, PRONUNCIATION | • Meeting a colleague at a party  
• Picking a colleague from the airport  
• Cargo chores  
• Boarding on a cruise liner  
• The telephone  
• Complaints in a hotel  
• Kinds of tourism  
• Daily tasks | 1 cr. $\rightarrow$ 25 hours |
| C) WORKING WITH WORDS                 | • Jobs  
• The weather  
• Prepositions for travelling  
• Personality adjectives  
• Greetings  
• Hotel rooms  
• Hotel facilities | 0.5 cr. $\rightarrow$ 12.5 hours |
| D) READING AND READING COMPREHENSION | • VIP lounges  
• Types of tourism  
• The EuroTunnel and high speed trains  
• Ways of travelling  
• Body language  
• How to act in a job interview  
• Luxury hotels  
• Alternative accommodation  
• Sustainable tourism  
• beating about the bush  
• Proposing alternatives | 1 cr. $\rightarrow$ 25 hours |
| E) GRAMMAR REVIEW                    | • Conditional sentences  
• At/in/on (time and space)  
• Adjectives: word order  
• Comparison | 0.5 cr. $\rightarrow$ 12.5 horas |
### 2. GUIDELINES FOR THE STUDY OF THE COURSE CONTENTS

Each one of the six units includes diverse language points and intends to develop different *can dos* (=resultados de aprendizaje), which the students should try to cover in a certain period of time. The following table provides the main contents, *can dos* and
time schedule for each unit. The contents of these units can be found in the basic bibliography for the course.

TABLE 2: CAN DOS, MAIN CONTENTS AND DUE DATES FOR FINAL SELF-EVALUATION

<table>
<thead>
<tr>
<th>UNIT</th>
<th>CAN DOS</th>
<th>MAIN CONTENTS</th>
<th>DUE DATES FOR FINAL SELF-EVALUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIFFERENT JOBS, DIFFERENT DESTINATIONS</td>
<td>speak about different jobs Make travel arrangements Make and respond to complaints</td>
<td>Jobs Cultural mistakes Making reservations Making plans</td>
<td>March 5th</td>
</tr>
<tr>
<td>INTERCULTURAL COMMUNICATION</td>
<td>understand other cultures and their traditions</td>
<td>Cultural awareness, understandings and misunderstandings</td>
<td>March 19th</td>
</tr>
<tr>
<td>TRANSPORTATION OF PEOPLE AND GOODS</td>
<td>talk about different kinds of transportation people and goods</td>
<td>Means of transport</td>
<td>April 5th</td>
</tr>
<tr>
<td>ACCOMODATION</td>
<td>make reservations</td>
<td>Booking and staying in a hotel</td>
<td>April 19th</td>
</tr>
<tr>
<td>SUSTAINABLE ECONOMY</td>
<td>have a debate on this issue</td>
<td>Sustainable tourism</td>
<td>May 3rd</td>
</tr>
<tr>
<td>ON DUTY/OFF DUTY</td>
<td>speak about daily work activities</td>
<td>Schedules Daily routines</td>
<td>May 19th</td>
</tr>
</tbody>
</table>

2.1. Extra/Optional work and activities

- Apart from the work and information included in each of the units there will be optional activities available in the virtual class, for those students who need or wish to devote more time and effort to the subject.
There will also be **optional oral assignments** in the virtual course for the students to practise along the year. It is important that they do these model assignments (and have them corrected by their Tutors) for them to be prepared for the obligatory oral assignment to be handed in at the end of the course.

3.- GUIDELINES TO CARRY OUT THE ACTIVITIES

3.1. Continuous evaluation

The so-called continuous evaluation (=evaluación continua = 40% of the final grade) will be carried out by means of the following procedures:

- **Completion of two written tasks, one at the end of unit 3 and the other at the end of unit 6.** These tasks will be corrected and assessed by the Tutor in the Centro Asociado. They will each account for 7% of the final mark, i.e., a total of 14%.

- **Completion of self-evaluations at the end of each unit;** they will contain multiple choice questions similar to the ones that will be present in the final written exam. They will be automatically assessed in the virtual course and they will account for 6% of the final mark (1% each).

- **Obligatory oral assignment.** At the end of the course, students will be asked to complete an oral assignment through the virtual course to be corrected by their tutor. This will account for 20% of the final mark.

The **criteria** for grading the oral assignment are the following:

**General** → Successful accomplishment of the can dos (related to oral skills) required in the course

**Oral comprehension**

- Comprehension of the content and main topic of the dialogues.
- Comprehension of certain discourse aspects of the dialogues (pronunciation, intonation, stress, use of discourse markers, etc.) that influence their total and final meaning.

**Oral expression**

- Adequate pronunciation, stress and intonation
- Adequate fluency
- Adequate use of the vocabulary and expressions studied in the course
- Adequate use of the grammar rules learned in the course
- Appropriateness to the text/discourse situation
- Discourse cohesion (use of connectors and other cohesive devices)
- Discourse coherence
- Adequate use of grammar rules (inasmuch as it interferes with communication)
3.2. Final evaluation

The final evaluation consists of two main exams: a) Written Exam (=Examen final presencial), and b) Oral Exam. Both account for 80% of the final grade.

a) WRITTEN EXAM (60%): The final written exam will contain the following kind of exercises:

- Multiple choice exercises to test items of vocabulary (verbs, adjectives, nouns, etc.) and the formation of words
- Multiple choice exercises to test different grammar and language points
- A reading comprehension (Multiple choice or True/False) exercise based on a given text.

b) CONTINUOUS EVALUATION (40%).

4. GLOSSARY

We do not include a glossary in this guide, given the nature of the subject. The items of vocabulary the student needs to work with are already included in the Course Units, and in many cases it is the task of the student to look them up in the (English-English) dictionary, on the grounds that this is a very important practice they need to be trained on.