

# Teaching guide

## IDENTIFICATION DETAILS

Degree:	Business Analytics		
Field of Knowledge:	Social and Legal Science		
Faculty/School:	Legal and Business Science		
Course:	BUSINESS ENGLISH I		
Type:	Optional	ECTS credits:	6
Year:	1	Code:	5346
Teaching period:	Second semester		
Area:	Business English		
Module:	Disciplinary Training		
Teaching type:	Classroom-based		
Language:	English		
Total number of student study hours:	150		

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## SUBJECT DESCRIPTION

Equip learners with the knowledge, skills and techniques which will enable them to use the English language as a tool in the workplace within the area of Business Analytics. Educate and prepare the student to improve effective communication in English.

Business English I is a compulsory course, which carries 6 ECTS credits, implying 150 hours of dedication on the learner's part. It is taught in the Second Semester of the First Year of Business Analytics Degree studies. This course is embodied within the Area of Modern Language and within the module: Disciplinary Training. Business English I forms part of a well rounded, integral education focused on the learner in all of his or her harmoniously integrated dimensions (intelligence, will, emotional nature, sociability, abilities, skills...).

## GOAL

To develop and improve the learner's overall communicative skills in English through active listening and speaking, and in particular, to increase the learner's understanding and use of vocabulary and language structure as well as reading and writing skills.

## PRIOR KNOWLEDGE

This course recommends students to have a basic knowledge of the English language, understanding that they have successfully completed the English Language Test Section in the Spanish State University Access Exam (EBAU). (See: The Common European Framework of Reference for Languages).

## COURSE SYLLABUS

A robust skills and language CEFR-aligned syllabus using contexts for learning new language that provide engaging real-life situations and stories exposing students to authentic English usage and providing realistic models for language production. It is designed to promote effective communication and helps to build learners' confidence with regular opportunities for meaningful practice using various methodologies like 'Flipped classrooms' and 'Cooperative learning'.

Lessons give students concrete learning objectives and a sense of progress. All sections have tasks that move from global to detailed understanding so students can achieve a good overall comprehension.

Reading and listening sections allow students to practise their receptive skills.

The approach to grammar is inductive. Students are exposed to new language in context.

Each grammar section prompts the student to notice the feature in context and to discover its form and use. Students then have further opportunities for controlled practice before using their new language in more authentic spoken or written output.



## EDUCATION ACTIVITIES

In second-language teaching-learning methodology, the how is as important as the what or even the final result. The methodology applied in this course is therefore communicative, eclectic and collaborative. 'Communicative' implies active participation and involvement. 'Eclectic' takes into account different teaching-learning styles, allowing the student to develop and activate his/her own learning. 'Collaborative' provides the learner with the opportunity, both individually and in collaboration with others, to acquire more autonomy as well as a greater sense of responsibility for self and others. The teacher is a guide in this learning process. This communicative, eclectic, collaborative methodology implies,

IN CLASS:

- Interactive class lectures
- Student presentations and student-led discussions
- Group and pair activities: role-plays, simulations, interviews, research, project work, online forums, etc.
- Feedback mechanisms
- Midterm and final written and/or oral exams

OUTSIDE OF CLASS:

- Independent study and preparation of class/group/pair work
- Online task completion and participation
- Individual and group tutorials
- Self-assessment

The focus of this subject is on relevant content, knowledge and skills.

Teaching activities and work time distribution may be subject to changes, depending on legislation and advice issued by the pertinent health and education authorities.

## DISTRIBUTION OF WORK TIME

CLASSROOM-BASED ACTIVITY	INDEPENDENT STUDY/OUT-OF-CLASSROOM ACTIVITY
60 hours	90 hours
*Theoretical Classes / Lectures  *Theoretical and practical workshops, seminars, conference, round tables: (Work in small groups in order to go in depth with specific content, individual or group tutorials)  *Practical Classes and Presentations of Group Work Assessment 60h	*Individual and group work  *Theoretical and practical study  *Completion of assignments on UFV Virtu@I and /or other multimedia platforms. 90h

## SKILLS

### Basic Skills

Students must have demonstrated knowledge and understanding in an area of study that is founded on general secondary education. Moreover, the area of study is typically at a level that includes certain aspects implying knowledge at the forefront of its field of study, albeit supported by advanced textbooks



Students must be able to apply their knowledge to their work or vocation in a professional manner and possess skills that can typically be demonstrated by coming up with and sustaining arguments and solving problems within their field of study

Students must have the ability to gather and interpret relevant data (usually within their field of study) in order to make judgments that include reflections on pertinent social, scientific or ethical issues

Students must be able to convey information, ideas, problems and solutions to both an expert and non-expert audience

Students must have developed the learning skills needed to undertake further study with a high degree of independence

## General Skills

Capacity for leadership and teamwork in the information society.

Capacity for communicating in a native or foreign language in the information society.

Capacity for autonomous learning in the information society.

## Specific skills

Use English for professional development in an international context, and new technologies.

## LEARNING RESULTS

Select, analyze and document information from various sources to create suitable material for subsequent presentation and/or discussion.

Apply effective communication skills and techniques to oral presentations.

Write short essays expressing thought and opinion on given course related topics in an accurate, coherent and organized way.

## LEARNING APPRAISAL SYSTEM

### CONTINUOUS EVALUATION:

#### BLOCK 1: WRITTEN EXAMS – 40%

-10% - Mid-term Exam. If a student does not sit the mid-term exam and does not present a formal excuse IN DUE TIME AND IN PROPER FORM, authorized by the PEC or the Director of the Degree, he/she loses this 10%.

-30% - Final Exam. To calculate an average with the Mid-term Exam, the student must obtain a minimum of 5/10 on the Final Exam.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1, to calculate an overall grade average with BLOCKS 2, 3 and 4. STUDENTS MUST PASS THE FINAL EXAM IN ORDER TO PASS THE SUBJECT.

#### BLOCK 2: ORAL ASSESSMENT- 30%

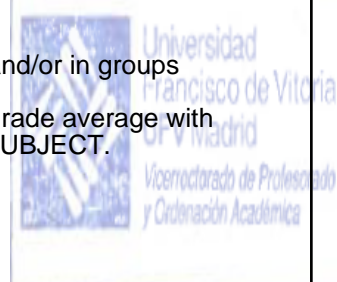
-Evaluated ORAL tasks completed in class throughout the semester, individually, in pairs and/or in groups (presentations, debates, discussions, simulations, interviews, etc).

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2, to calculate an overall grade average with BLOCKS 1, 3 and 4. STUDENTS MUST PASS THIS BLOCK IN ORDER TO PASS THE SUBJECT.

#### BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT - 20%

-Completion of minimum 2 evaluated pieces of work, as stipulated by the teacher.

-Completion of regular homework assignments



- Completion of and participation in any online tasks.
- Attendance to tutorials when required.

NOTE: All tasks and assignments must be handed in IN DUE TIME AND PROPER FORM, as stipulated in the course calendar uploaded onto the Aula Virtual. If tasks and assignments are not handed in IN DUE TIME AND PROPER FORM, the mark for aforementioned tasks and assignments will be 'zero' (0). They will NOT be marked within the ordinary exam period if handed in after the deadline.

#### BLOCK 4: ATTITUDE AND PARTICIPATION – 10%

NOTE: Students who do not attend class on a regular basis and who do not have a formal "dispensa" authorized and communicated by the Degree automatically lose this 10%.

#### CONTINUOUS EVALUATION:

ORDINARY EXAM PERIOD: Jan (1st SEMESTER) – May - June (2nd SEMESTER)

EXTRAORDINARY EXAM PERIOD: June - July (1st and 2nd SEMESTERS)

#### NOTE:

1. Within one academic period, all passed marks from the different BLOCKS will be transferred from the ordinary to the extraordinary exam period.
2. Within one academic period, only those BLOCKS which have been failed in the ordinary exam period may be repeated in the extraordinary exam period.
3. No grades will be transferred from one academic year to the following academic year.

#### BLOCK 1: WRITTEN EXAM – 40%

-If BLOCK 1 has been failed, the student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2, 3 and 4. STUDENTS MUST PASS THE FINAL EXAM IN ORDER TO PASS THE SUBJECT.

#### BLOCK 2: ORAL ASSESSMENT- 30%

-If BLOCK 2 has been failed, the student will be required to carry out the required oral tasks from the ordinary exam period.

-The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1, 3 and 4. STUDENTS MUST PASS THIS BLOCK IN ORDER TO PASS THE SUBJECT.

#### BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT - 20%

-If BLOCK 3 has been failed, the student will have the opportunity to repeat and/or submit one or more major pieces of course-related work BY OR BEFORE the official final exam date in the extraordinary period.

#### BLOCK 4: ATTITUDE AND PARTICIPATION – 10%

- The mark for this block will be transferred from the ordinary period to the extraordinary period.

#### ALTERNATIVE EVALUATION:

NOTE: This system only applies for those students who are: repeating the course; have an official 'dispensa' signed by the dean of the corresponding faculty; or are on an international exchange program, therefore automatically having a 'dispensa'. It is the student's responsibility to be informed regarding course requirements, deadlines and exam dates, as well as to contact his/her teacher. Students must contact their teacher within two weeks from the beginning of the term.

#### BLOCK 1: WRITTEN EXAM – 50%

-The student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2 and 3. STUDENTS MUST PASS THE FINAL EXAM IN ORDER TO PASS THE SUBJECT.

#### BLOCK 2: ORAL ASSESSMENT- 30%

-The student will be required to carry out ORAL tasks as stipulated by the teacher.

-The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1 and 3. STUDENTS MUST PASS THIS BLOCK IN ORDER TO PASS THE SUBJECT.

#### BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT - 20%

-Completion of evaluated pieces of work, as stipulated by the teacher.

-Completion of regular homework assignments (to be handed in through the Aula Virtual or by email).

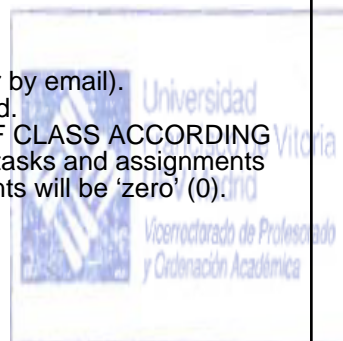
-Completion of and participation in any online tasks. --Attendance to tutorials when required.

NOTE: All tasks and assignments must be handed in BY OR BEFORE THE LAST DAY OF CLASS ACCORDING TO THE OFFICIAL COURSE CALENDAR OR AS STIPULATED BY YOUR TEACHER. If tasks and assignments are not handed in by or before this date, the mark for aforementioned tasks and assignments will be 'zero' (0). They will NOT be marked within the ordinary exam period if handed in after this deadline.

#### ALTERNATIVE EVALUATION:

ORDINARY EXAM PERIOD: Jan (1st SEMESTER) – May-June (2nd SEMESTER)

EXTRAORDINARY EXAM PERIOD: June- July (1st and 2nd SEMESTERS)



**NOTE:**

1. Within one academic period, all passed marks from the different BLOCKS will be transferred from the ordinary to the extraordinary exam period.
2. Within one academic period, only those BLOCKS which have been failed in the ordinary exam period may be repeated in the extraordinary exam period.
3. No grades will be transferred from one academic year to the following academic year.

**BLOCK 1: WRITTEN EXAM –50%**

-The student will be required to sit one written exam based on the contents covered throughout the course.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 1 to calculate an overall grade average with BLOCKS 2 and 3. STUDENTS MUST PASS THE FINAL EXAM IN ORDER TO PASS THE SUBJECT.

**BLOCK 2: ORAL ASSESSMENT- 30%**

-The student will be required to carry out the required oral tasks from the ordinary exam period

-The ORAL ASSESSMENT will take place on or before the officially published extraordinary exam date, unless indicated otherwise by the teacher.

NOTE: Students must obtain an overall PASS (5/10) in BLOCK 2 to calculate an overall grade average with BLOCKS 1 and 3. STUDENTS MUST PASS THIS BLOCK IN ORDER TO PASS THE SUBJECT.

**BLOCK 3: INDEPENDENT STUDY-WORK ASSESSMENT – 20%**

-The student will have the opportunity to repeat and/or submit one or more major pieces of course-related work BY OR BEFORE the official final exam date in the extraordinary period.

**FURTHER NOTES:**

1. Coursework deadlines are established at the beginning of the course. No work will be accepted after the due date.
  2. In the event of plagiarism or other dishonest activity related to the evaluation process, the UFV regulations to the effect will be applied. All degree students must understand that they are subject to the rules of coexistence (la Normativa de Convivencia) of the university, whereby special attention is paid to any infraction attributed to plagiarism and/or cheating on an exam, which are considered as serious faults in agreement with Article 7 in the aforementioned rules.
  3. Students are responsible for contacting their subject teacher within the first week after receiving notification of having obtained a 'dispensa'. Students are also responsible for being informed regarding and complying with the course requirements.
  4. Honorable Mention: An honorable mention is recognition of excellence. It is awarded exclusively to students who stand out from their peers academically, as well as in attitude, dedication and teamwork. This decision lies exclusively with the subject teacher.
  5. In the event of a health emergency, the evaluation system will be maintained.
  6. Students MUST PASS BOTH BLOCKS 1 AND 2 in order to pass the subject.
- Exams will be held on campus on the condition that this is allowed by the health and education authorities. They will be subject to change in line with the rules and recommendations issued by them.

## **BIBLIOGRAPHY AND OTHER RESOURCES**

### **Basic**

LATHAM –KOENIG, C., OXENDEN, C. & LAMBERT, J. (2019), New English File, 4th Edition A2/B1 Multipack. Oxford: Oxford University Press.

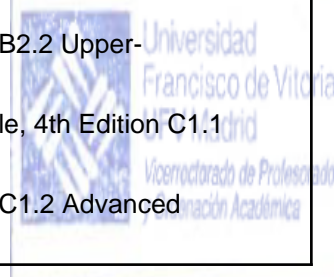
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## Additional

MURPHY, R. (2013) Essential Grammar in Use (Elementary). Cambridge: Cambridge University Press.

MANN, M., & TAYLORE-KNOWLES, S. (2011). Destination B2: Grammar and Vocabulary; [suitable for the updated FCE exam]. Oxford: Macmillan.

MANN, M., & TAYLORE-KNOWLES, S. (2008). Destination C1/ C2: Grammar and Vocabulary;with Key [suitable for the updated CAE exam]. Oxford: Macmillan.

