

Program	09TT- Engineering in Telecommunication Technologies and Services
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Course number and name	
Number	95000017
Name	English for Professional and Academic Communication (EPAC)- Listening and Speaking Skills Inglés II- Comunicación profesional y académica en inglés – Comprensión y expresión oral
Semester	Y2-S3/ Y2-S4

Credits and contact hours	
ECTS Credits	3
Contact hours	30

Coordinator's name	Elena Montiel Ponsoda
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Specific course information
Description of course content
The objective of this course is to make students aware of the different oral registers that exist in professional and academic communication. After a brief introduction to the main components and factors of the communication process, the course is organized around four main topics, namely, pronunciation, debates, meetings, and oral presentations. Students learn how to communicate their ideas effectively and professionally. In particular, the course focuses on understanding the conventions of oral academic and professional genres, participating in debates and meetings, and giving oral presentations.
List of topics to be covered
Components and factors of the communication process: language functions, language styles, register and tone, general rules of pronunciation, intonation and stress; General overview of meetings (types of meetings, characteristics of successful meetings, the role of participants); Organizing & Chairing Meetings & Discussions (preparation of meetings, introducing, keeping the communication open and closing meetings and discussions); Taking part in Meetings and Discussions (exchanging opinions, agreeing and disagreeing, making suggestions, proposals and recommendations, interrupting and clarifying); Holding Meetings and Professional Discussions; Oral Presentations (planning and getting started, preparation, the audience); The Structure of the oral presentation (the introduction, the main body, sequencing, signposting, using visual aids); The End of the Presentation (summarising and concluding, questions and discussions); Delivery (eye contact, use of voice, use of time).
Prerequisites or co-requisites
Students' knowledge of the English language has to be equivalent to the "B2" level of the Council of Europe's Common European Framework for Language Learning (CEFR).
Course category in the program

<input checked="" type="checkbox"/> R (required)	<input type="checkbox"/> E (elective)	<input type="checkbox"/> SE (selective elective)
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Specific goals for the course

<p>Specific outcomes of instruction</p> <p>RA30 – Ability to communicate effectively in multilingual settings, both orally and in writing</p> <p>RA31 – Ability to work in groups</p>
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<p>Student outcomes addressed by the course</p> <p>CG6, CG8</p>
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Bibliography and supplemental materials
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-Badger, I. & P. Menzies (2007) "English for Business Life" (Advanced). Marshall Cavendish Education. London.

- Grussendorf, M. (2007) "English for Presentations". Oxford University Press.

- Hughes, D. & Benedict P. (2000) "The Oxford Union Guide to Successful Public Speaking". Virgin Books Ltd. London.

-Hughes, J & Andrew, M. (2012) Successful Presentations. Video Course. Oxford.

- King, D. (2008) "Meetings". Delta Publishing.

- Lowe, S. (2004) "Telephoning" (Self-Study Guide and 2CDs).

- Lowe, S. (2005) "Presenting (with audio CD)" Delta Publishing.

- Powell, M. (1997) "Presenting in English" Language Teaching Publications. London.

- Scott, B. (1990): "Communication for Professional Engineers". Thomas Telford Ltd.

- Sweeney, S. (2004): "Communicating in Business" C.U.P. Cambridge, England.

-Williams, E.J. (2008): Presentations in English. Find your voice as a presenter. MacMillan.

<http://www.ted.com/talks>

<http://www.nonstopenglish.com/Default-001.asp> (grammar & vocabulary)

<http://www.esl-lab.com/> (with listening)

<http://www.bbc.co.uk/>

[British Council - Teaching Updates](#)

Teaching methodology

<input checked="" type="checkbox"/> lectures	<input checked="" type="checkbox"/> problem solving sessions	<input checked="" type="checkbox"/> collaborative actions	<input type="checkbox"/> laboratory sessions
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Other:	Debates, oral presentations
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