



## IDENTIFYING DATA

### Technical English II

Subject	Technical English II			
Code	V12G380V01904			
Study programme	Grado en Ingeniería Mecánica			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	English			
Department				
Coordinator	García de la Puerta, Marta			
Lecturers	García de la Puerta, Marta			
E-mail	mpuerta@uvigo.es			
Web				
General description	This course aims at providing students with a systematic adequacy to develop the appropriate skills for communicating in Technical English at level B1 according to the Common European Framework of Reference for Languages (CEFR). As far as possible, contents will be adapted to the level of each student.			

## Skills

Code	
B10	CG10 Ability to work in a multidisciplinary and multilingual environment.
D1	CT1 Analysis and synthesis
D4	CT4 Oral and written proficiency in a foreign language.
D7	CT7 Ability to organize and plan.
D9	CT9 Apply knowledge.
D10	CT10 Self learning and work.
D17	CT17 Working as a team.
D18	CT18 Working in an international context.

## Learning outcomes

Expected results from this subject	Training and Learning Results	
To improve students' sense of linguistic awareness of English as a second language, the grammatical and lexical mechanisms and types of expressions.	B10	D1 D4 D7 D9 D10 D17 D18
Improving students' listening and reading skills, as well as their speaking and writing skills in Technical English at intermediate level (B1).	B10	D1 D4 D7 D9 D10 D17 D18
To upgrade students' grammatical and lexical notions of the English language, and the comprehension of basic Technical English structures at B1 level.	B10	D1 D4 D7 D9 D10 D17 D18

To encourage students to use the English language within the engineering context, and the benefits and usefulness of the English language when applying their grammatical, lexical, and cultural knowledge	B10	D1 D4 D7 D9 D10 D17 D18
Promoting students' critical autonomy for the comprehension and understanding of dialogues and texts written in Technical English.	B10	D1 D4 D7 D9 D10 D17 D18

## Contents

Topic	
UNIT 1. Technical Vocabulary for Engineers	<p>UNIT 1</p> <ul style="list-style-type: none"> <li>□ Increasing knowledge of technical vocabulary and grammar; learning how to use technical vocabulary and grammar accurately and effectively.</li> <li>□ Expressing facts and numbers (mathematical expressions, dates, amounts, internet symbols and abbreviations); saying calculations, results and approximations.</li> <li>□ Describing dimensions and specifications; phrases related to length, width, thickness, etc.</li> </ul>
UNIT 2. Professional Presentations	<p>UNIT 2</p> <ul style="list-style-type: none"> <li>□ General guidelines for delivering oral presentations: identifying what makes a professional presentation effective.</li> <li>□ Presenting information in an organized and engaging way.</li> <li>□ Sharing data in charts and graphs: Presenting data; talking about trends and figures; describing and referring to visual aids; describing cause and consequence; cause-effect verbs.</li> <li>□ Structuring a presentation: How to create the perfect introduction, main body paragraphs and conclusion; language for linking the parts, for focusing and emphasizing your point; language for recapping and returning to your point.</li> <li>□ Non-verbal communication. Illustrating the importance of body language and voice power. Ways of emphasizing your message to communicate it clearly and persuasively.</li> <li>□ Presentation language: Using persuasive language in a presentation. Learning useful terminology and expressions that you can apply to professional presentations.</li> </ul>
UNIT 3. Professional English in Use and Technical Writing	<p>UNIT 3</p> <ul style="list-style-type: none"> <li>□ Describing processes; verbs for describing stages of a process; time sequencers; active vs passive.</li> <li>□ Describing devices, mechanisms, components, inventions, innovations, positions of assembled components, etc. by its shape, properties, technical function, applications and material; explaining how technology works; verbs and adjectives to describe advantages and disadvantages; material properties vocabulary; machine part vocabulary; relative clauses; prepositions of position; verbs and nouns for describing design problems; cause and effect: "if" clauses.</li> <li>□ Writing and using Email at work: Learning a general organization pattern that works for many types of emails; learning about tone and formality in email writing style; identifying good and bad features: correcting errors; learning useful phrases, terminology and common email expressions for each part of the email.</li> </ul>

## UNIT 4. Applying for a Job

### UNIT 4

□ Research and Preparation: Identifying the stages in the job application process; researching yourself; identifying your skills and experience; job advertisement jargon.

□ Writing an impressive CV: Considering different models of CV's and digital application materials; creating a strong first impression; highlighting your key skills and strengths; highlighting your work experience; phrases for demonstrating your strengths and weaknesses; avoiding common CV mistakes; phrases to give details of your personal characteristics, qualifications, skills, and professional experience; common CV verbs (action verbs); avoiding spelling mistakes, noun-phrases, etc.

□ Writing effective cover letters: Identifying features of cover letters; structuring a cover letter; phrases for opening a cover letter; talking about the job you are applying for; demonstrating skills and experience; matching skills and experience to the job; closing expressions; formal expressions.

□ Successful interviews: Preparing for the interview; making a positive first impression; dealing effectively with interview questions; talking about yourself; demonstrating interest and motivation; giving details of your skills and experience; positive adjectives; avoiding common mistakes; providing you have done research.

<b>Planning</b>			
	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Mentored work	4	16	20
Autonomous problem solving	8	10	18
ICT supported practices (Repeated, Dont Use)	5	8	13
Lecturing	8	15	23
Problem and/or exercise solving	6	10	16
Essay	4	15	19
Objective questions exam	3	5	8
Oral exam	8	16	24
Objective questions exam	3	5	8

\*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

<b>Methodologies</b>	
	Description
Introductory activities	Activities aimed at presenting the subject, getting in touch with students and gathering information about their previous knowledge on the topic.
Mentored work	Analysis and resolution of practical exercises related to the grammatical and lexical contents, and to the communication skills. The students must develop these activities in an autonomous way, specially those homework activities concerning Writing skills.
Autonomous problem solving	Activities in which problems are presented and/or exercises related to the subject. The student must develop the analysis and resolution of problems and/or activities concerning the four communicative skills at an individual level, as well as the technical English linguistic skill (Use of English); specially those ones concerning Speaking.
ICT supported practices (Repeated, Dont Use)	Practice of the four communicative skills: listening, speaking, reading and writing, as well as the technical English linguistic skill (Use of English) at an individual or group level.
Lecturing	Explanation of linguistic contents and their application (Use of English) for the learning and acquisition of the theoretical contents of the subject.

<b>Personalized assistance</b>	
Methodologies	Description
Introductory activities	The objective of the introductory activities is to provide general guidance on the subject; to promote learning strategies; to make general notes about the work and exercises, deadlines for the submission of work and the exam dates; and to give advice on how to pass the subject. It is important to know that no tutorials will be done on the telephone or internet (email, Skype, etc.). In case of any doubt or comment, students should contact directly with the professor in the classroom or during tutorial hours.
Autonomous problem solving	This activity seeks to help students with the practical exercises related to the communicative skills and the linguistic skills and their application for the learning and acquisition of the theoretical contents of the subject.

Mentored work	Practice of the different exercises in relation to the communicative skills and linguistic skills in order to apply English theoretical concepts.
Lecturing	The personalised attention for the master class is focused on the attention of students in the classroom and during tutorial hours. It focuses on the correct comprehension and promotion of the learning of the subject's theoretical concepts, as well as on providing guidance on work and practical exercises and on giving advice on how to pass the subject.
<b>Tests</b>	<b>Description</b>
Oral exam	The objective of the personalised attention of the oral exam is focused on the preparation, promotion and supervision of the oral expression (Speaking) in the classroom during the course and before the exam. This activity seeks to help the students not only to express themselves with relevance and appropriateness using the topics and vocabulary from the field of engineering, but also with linguistic correction.

<b>Assessment</b>				
	Description	Qualification	Training and Learning	Results
Problem and/or exercise solving	Evaluation of theoretical concepts and their application. Resolution of practical exercises related to the linguistic skill (Use of English) of technical English.	20	B10	D7 D10 D18
Essay	Evaluation of the writing skill.	16	B10	D1 D4 D7 D9 D10 D18
Objective questions exam	Evaluation of the listening skill with engineering-related contents.	16	B10	D4 D9 D10 D18
Oral exam	Evaluation of the speaking skill with engineering-related vocabulary and topics.	32	B10	D1 D4 D7 D10 D17 D18
Objective questions exam	Evaluation of the reading skill with engineering-related topics and vocabulary.	16	B10	D1 D4 D7 D10 D17 D18

## **Other comments on the Evaluation**

### **1. Particular considerations**

There are two assessment systems: continuous or final. The selection of a system excludes the other.

#### **1.1. Continuous assessment**

In order to qualify for the system of continuous evaluation, students are required to attend 80% of the total lecture hours with academic progress and participation. Students not reaching that percentage will lose this option. The essays and tests done during the course will be worth 100 % of the final assessment for those students choosing the continuous evaluation. The non completion of the assignments requested during the course will be counted as a zero (0.0). The assignments requested must be delivered or submitted by the deadlines and dates marked beforehand.

#### **1.2. Final assessment**

Students choosing the final examination will have to take a final overall tests that will take place on the official date established by the School of Industrial Engineering. To this end, students should consult the school's website, where the examination date and time are specified in accordance to students' centre (campus or city) in which they took the subject.

### **2. Subject's final grade**

#### **2.1. Continuous assessment**

The final mark for this subject is calculated taking into consideration all the skills practised during the course. Therefore,

each one of them is given the following weight in the final grade:

Listening: 16%.

Speaking: 32%.

Reading: 16%.

Writing: 16%.

On the other hand, the practical exercises related to the grammatical and lexical contents and to the communicative skills, and the application of linguistic contents (Use of English) will have a weight of 20% of the mark obtained.

Therefore, both parts (theory and practice) will add up to 100%, being 5 (five) the required mark to pass the subject.

In order to pass the course through continuous assessment, it is necessary to obtain a minimum mark of 4/10 in all the parts. If not, the subject's average final mark will be a maximum of 4/10, even when the exam's arithmetic average is above that.

In order to completely pass the course, students who obtained a mark below 4 in any of the parts on the first edition of records will have to resit the failed part(s) in an exam in July of the current academic year. If the course is not pass in the second call, students will have to resit the exam of the whole course in future calls, except for the next assessment call in September.

Partial or total plagiarism in any of the assignments or activities will result in an automatic fail of the subject. To claim ignorance of what plagiarism is, will not exempt students of their responsibility in this regard.

## **2.2. Final Assessment**

The final assessment is calculated as follows:

Listening: 16%.

Speaking: 32%.

Reading: 16%.

Writing 16%

On the other hand, the practical exercises related to the grammatical and lexical contents and to the communicative skills, and the application of linguistic contents (Use of English) will have a weight of 20% of the mark obtained. Therefore, both parts (theory and practice) will add up to 100%, being 5 (five) the required mark to pass the subject.

Regarding July's test, continuous assessment students will take the exam for the specific parts failed, while final assessment students who failed must take an exam including all the skills and linguistic contents of the subject.

Both continuous and final assessment will take into account not only the relevance and appropriateness of the content of the answers, but also their linguistic correctness.

## **3. Additional considerations**

3.1. During the examinations no dictionaries, notes or electronic devices (mobile phones, tablets, PCs, etc.) will be allowed.

3.2. It is students' responsibility to check all the resources in MOODLE and/or their e-mails, as well as to be aware of examination or submission dates.

3.3. All the above-mentioned comments also pertain to Erasmus students. In the event of not being able to access MOODLE, students must contact the professor to solve the problem.

3.4. Students are requested to have an adequate ethical behaviour. In case of detecting an unethical behaviour (coping, plagiarism, use of not authorized electronic devices, and others), it will be considered that the student does not meet the requisites necessary to pass the subject. In this case, the overall qualification in the current academic course will be of a fail (0.0).

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### **Sources of information**

#### **Basic Bibliography**

Beigbeder Atienza, Federico, **Diccionario Técnico Inglés/Español; Español/Inglés**, Díaz de Santos,  
Collazo, Javier, **Diccionario Collazo Inglés-Español de Informática, Computación y otras Materias**, McGraw-Hill,

Hornby, Albert Sidney, **Oxford Advanced Learner's Dictionary**, Oxford University Press,  
Jones, Daniel, **Cambridge English Pronouncing Dictionary**, Cambridge University Press,  
Hancock, Mark, **English Pronunciation in Use: Intermediate**, Cambridge University Press,  
Murphy, Raymond, **English Grammar in Use: A Self-Study Reference and Practice Book for Intermediate Students**, Cambridge University Press,  
Picket, Nell Ann; Laster, Ann A. & Staples Katherine E., **Technical English: Writing, Reading and Speaking**, Pearson Limited Education,  
**Complementary Bibliography**  
[www.agendaweb.org](http://www.agendaweb.org),  
[www.bbc.co.uk/worldservice/learningenglish/](http://www.bbc.co.uk/worldservice/learningenglish/),  
[www.edufind.com/english/grammar](http://www.edufind.com/english/grammar),  
[www.voanews.com/specialenglish](http://www.voanews.com/specialenglish),  
[www.mit.edu](http://www.mit.edu), **Massachusetts Institute of Technology**,  
[www.iate.eu](http://www.iate.eu), **Eu's Multilingual Technical and Scientific Dictionary**,

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## Recommendations

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### Other comments

We recommend students to have some knowledge of English. This course will start from an A2 level and it will reach B1 level, according to the European Framework of Reference for Languages of the Council of Europe.

Requisites:

To register in this subject, it is necessary to have passed or to be registered for all the subjects of the lower courses.

We also recommend continuous assessment due to the methodology used to practise and consolidate the contents of the subject. Therefore, the active participation of students is essential to pass the Technical English subject.

It is advisable to check and compare this subject's timetable with the School's lectures timetables so as to avoid incompatibilities. Students will not be allowed to choose continuous assessment if there is an overlap with other subjects.

In order to avoid damaging the room's computer equipment, students will not be allowed to take drinks or food into the classroom. If the ingestion of liquids or food is due to medical reasons, students must show an official medical prescription.

Sending of emails or the using of mobile phones during the lessons means that the students will be expelled.

The student who does not comply with the information in the previous paragraph will not only be expelled, but s/he will also lose the opportunity to sit for continuous assessment.

In case of discrepancy, the Spanish version of this teaching guide will prevail.

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## Contingency plan

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### Description

=== EXCEPTIONAL PLANNING ===

Given the uncertain and unpredictable evolution of the health alert caused by COVID-19, the University of Vigo establishes an extraordinary planning that will be activated when the administrations and the institution itself determine it, considering safety, health and responsibility criteria both in distance and blended learning. These already planned measures guarantee, at the required time, the development of teaching in a more agile and effective way, as it is known in advance (or well in advance) by the students and teachers through the standardized tool (DOCNET).

When teaching at the campus is not possible, teaching methodologies will be adapted to the online means that are available to the teachers and to the documents provided through MOODLE, e-mail, etc.

The different exams and activities counted for the evaluation will be done online.

Assessment criteria will be maintained, while adjusting the way of carrying out the exams to the online means available to the teachers, if necessary and according to the Decision of the Rectorate.

Any changes will be announced in detail properly and on time to the affected students.

Office hours will be scheduled online (e-mail and online campus)

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