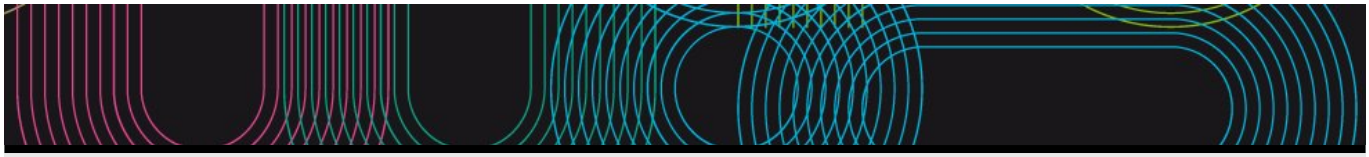

IDENTIFYING DATA				
Technical english 1				
Subject	Technical english 1			
Code	V12G320V01903			
Study programme	Grado en Ingeniería Eléctrica			
Descriptors	ECTS Credits	Choose	Year	Quadmester
	6	Optional	4th	2nd
Teaching language	English			
Department				
Coordinator	García de la Puerta, Marta			
Lecturers	García de la Puerta, Marta			
E-mail	mpuerta@uvigo.es			
Web	http://moovi.uvigo.gal/			
General description	This course aims at providing students with a systematic adequacy to develop the appropriate skills for communicating in Technical English at level A2 according to the Common European Framework of Reference for Languages (CEFR). As far as possible, students will be monitored so as to accommodate to each individual needs.			

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.
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 D10 D17 D18
Improving students' listening and reading skills, as well as their speaking and writing skills.	B10	D1 D4 D7 D10 D17 D18
To upgrade students' grammatical and lexical notions of the English language, and the comprehension of basic Technical English structures.	B10	D1 D4 D7 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 D10 D17 D18
Promoting students' critical autonomy for the comprehension and understanding of texts, dialogues and oral presentations.	B10	D1 D4 D7 D10 D17 D18

Contents	
Topic	
UNIT 1: NUMBERS AND TRENDS	Skills - Writing, reading, and presenting facts and numbers correctly in a professional setting. - Understanding symbols and abbreviations. - Presenting data: Interpreting and describing graphs, charts, and diagrams. Language - Expressing numbers and calculations. - Expressing measurement and technical specifications. - Saying temperatures. - Saying dates, websites and email addresses. - Language for talking about trends. - Adjectives and adverbs. - Prepositions. - Describing timelines.
UNIT 2: DESIGN AND INNOVATION: DESCRIBING PRODUCTS AND TECHNOLOGIES	Skills - Describing uses, appearance, and definitions. - Giving a short presentation: Structuring a presentation, exploring effective presentation strategies. Language - Language of description (e.g., It□s really + adj./ It can + verb/ It looks like, it is shaped like /It is in the shape of □); defining relative clauses, reduced relative clauses. - Adjectives and qualities, order of adjectives. - Comparing and contrasting; superlative adjectives. - Nouns and adjectives connected with geometry and properties. - Reason and purpose - Conditionals. - Language for presenting: Key words and phrases for introducing, and concluding your presentation, signposting language for linking ideas; language for dealing with questions; persuasive language.
UNIT 3: GIVING INSTRUCTIONS AND DESCRIBING A MANUFACTURING PROCESS	Skills - Describing a process; explaining a process using a diagram; discussing the stages of production. - Writing clear instructions and warnings. Language - The Passive Voice: present simple passive structures. - Verbs for manufacturing operations. - Imperatives for instructions and warnings. - Language for sequencing instructions and processes (sequence words). - Adverbials of time (once, while, before and after) - Prepositions.

4. INSPECTION AND QUALITY CONTROL: REPORT WRITING	Skills - Writing a short report: general guidelines (structure, format, and style). - Writing a short report about a problem. Language - Possibility and Probability - Past simple and Present Perfect. - Time expressions.
5. JOB SEARCH: PREPARING FOR A JOB INTERVIEW	Skills - Identifying your personal strengths, key skills and experience. - Writing a short CV. - Talking about your CV. - Writing a cover letter. - Preparing a job interview: asking and answering interview questions. - Learning strategies to build applicant's confidence. Language - Phrases for demonstrating personal strengths and weaknesses. - Phrases to give details of your personal characteristics, qualifications, transferable skills, professional experience, etc. - Action verbs; positive adjectives, positive expressions. - Softening negative information and highlighting positive information. - Avoiding spelling mistakes. - Revision of past form of verbs, and prepositions. - Useful language for opening, main body and closing cover letters.

Planning

	Class hours	Hours outside the classroom	Total hours
Introductory activities	1	0	1
Lecturing	8	15	23
Autonomous problem solving	8	10	18
ICT suppoted practices (Repeated, Dont Use)	5	8	13
Mentored work	4	16	20
Problem and/or exercise solving	6	10	16
Objective questions exam	6	10	16
Essay	4	15	19
Oral exam	8	16	24
*The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.			

Methodologies

	Description
Introductory activities	Activities directed at presenting the subject, taking contact with the students and gathering information in relation to their previous knowledges of the subject.
Lecturing	Explanation of the linguistic contents and its application (Use of English) in the learning process and the acquisition of the contained theoretical contents of the subject.
Autonomous problem solving	Activities focused on dealing with exercises related to the subject. Students develop the skills and the fulfillment of exercises related with the linguistic skills (Use of English) in Technical English and the communicative skills; especially the oral expression (Speaking).
ICT suppoted practices (Repeated, Dont Use)	The practice activities in connection to the four communicative skills: oral understanding (Listening), oral expression (Speaking), reading comprehension (Reading), and written expression (Writing), as well as the linguistic skill (Use of English) in Technical English. These activities are done individually or in group.
Mentored work	The analysis and resolution of practical exercises in relation to grammar and vocabulary combined with the communicative skills. Students autonomously perform tasks within and outside the classroom as homework; especially the communicative task of written expression (Writing).

Personalized assistance

Methodologies	Description
Introductory activities	General guidance to students on the subject concerning goals and how to achieve them. Exploring motivations and interests of the students. Indications on assignments and exercises to be done during the course, dates of assignment deliveries and the examination dates and how to achieve goals on the subject. Indicating that no tutorial will be done on the telephone or internet (electronic post, Skype, etc.). In case of any doubt, students will have to contact directly with the professor in the classroom or during tutorial hours.

Mentored work	Activities carried out in the classroom and during tutorials in order to supervise the learning process of the entrusted tasks and in relation to the communicative skill of written expression (Writing) and the linguistic skill (Use of English) in the English language.
Autonomous problem solving	This activity is directed to boost the realization of the diverse exercises related with the communicative skills and the linguistic skill in the application of the theoretical concepts of the language in practice. Detecting the difficulties in the learning process and lessening the different levels of the English language of each student with the rest of the participants in the course.
Lecturing	The personalized attention in lecturing aims at the correct comprehension and the encouragement given to students in the classroom and during tutorials during the learning process of the theoretical concepts of the subject; as well as making indications on the practice of exercises to be carried out and giving advice about the performance so as to successfully achieve a pass in this subject.

Tests	**Description**
Oral exam	The aim of the personalized attention of the oral examination centers in the preparation, encouragement and the supervision of the oral expression (Speaking) in the classroom during the course and previous to the oral examination. The purpose of this activity is to encourage students to express not only with relevance and quality in relation to engineering and its specific vocabulary but also with linguistic correctness.

Assessment

	Description	Qualification	Training and Learning Results	
Problem and/or exercise solving	Evaluation of the theoretical concept of the Technical English language and its application. Performance of practical exercises in relation to the linguistic skill (Use of English).	20	B10	D4 D10 D18
Objective questions exam	Evaluations of communicative skill of oral understanding (Listening) with contents related to engineering (16%). Evaluations of the communicative skill of reading comprehension (Reading) with contents related to engineering (16%).	32	B10	D1 D10 D18
Essay	Evaluations of the communicative skill of the written expression (Writing).	16	B10	D1 D4 D7 D10 D18
Oral exam	Evaluations of the communicative skill of oral expression (Speaking) in relation to the linguistic skill and vocabulary in the field of engineering.	32	B10	D1 D4 D7 D10 D17 D18

Other comments on the Evaluation

Particular considerations

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

1.1. Continuous assessment

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 assignments 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 must be delivered or submitted by the deadlines and dates set in advance.

1.2. Final assessment (non-attendants)

Students choosing the final examination will have to take a final overall test 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.

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.

To pass the course through continuous assessment, it is necessary to obtain an average grade of 5 points with a minimum of 4 (out of 10) in each of the parts. If this is not the case, the final average grade of the subject will be truncated with a maximum grade of 4.5 (out of 10), even if the arithmetic average of the tests is higher.

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 passed 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.

Continuous assessment will consider not only the relevance and appropriateness of the content of the answers, but also their linguistic correctness.

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 (non-attendants)

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.

To pass the course, it is necessary to obtain an average grade of 5 points with a minimum of 4 (out of 10) in each of the parts. If this is not the case, the final average grade of the subject will be truncated with a maximum grade of 4.5 (out of 10), even if the arithmetic average of the tests is higher.

Regarding July's test, to completely pass the course, final assessment students who obtained a mark below 4 in any of the parts on the first edition of records will have to resit the exam of the whole course in future calls, including all the skills and linguistic contents of the subject.

Final assessment will consider not only the relevance and appropriateness of the content of the answers, but also their linguistic correctness.

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.

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 MooVi and/or their emails, 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 MooVi, 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 requirements to pass the subject. In this case, the overall grade in the current academic year will be a fail (0.0).

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 with CD**, Cambridge University Press,

Hewings, Martin, **English Pronunciation in Use, Advanced with Answers, Audio CDs and CD-ROM**, Cambridge University Press,

Murphy, Raymond, **English Grammar in Use 4th with Answers and CD-ROM**, Cambridge University Press,

Picket, Nell Ann; Laster, Ann A. & Staples Katherine E., **Technical English: Writing, Reading and Speaking**, Longman,

Complementary Bibliography

www.agendaweb.org,

www.bbc.co.uk/worldservice/learningenglish/,

www.edufind.com/english/grammar,

www.voanews.com/specialenglish,

iate.europa.eu, **Technical English Dictionary**,

www.howjsay.org, **A free online Talking English Pronunciation Dictionary**,

Recommendations

Other comments

We recommend students, who wish to take part in this course, to have a prior A1 level in English so as to reach the A2 level, according to the Common 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-division courses to the course where this subject is placed.

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

It is advisable to check the School's lectures timetable so as to avert imcompatibility of attendance with any other subject. Therefore students will not be permitted to sit for continuous evaluation if there is overlap.

In order to avoid damaging computers, students will not be allowed to take drinks or food into the classroom. If the ingestion of liquid or food is necessary, students must show an official medical prescription.