

## Irakaskuntza gida / Guía docente / Teaching guide

Kod. - Cod:F 04.20  
Erreb. – Rev.: 2

<b>IKASGAIA/ASIGNATURA/SUBJECT:</b> Englis		
<b>MODULUA/MÓDULO/MODULE:</b> Information management and communication		
<b>KODEA/CÓDIGO/CODE:</b> ING 04-2021/22	<b>KURTSOA/CURSO/COURSE:</b> 4º	<b>KOKAPENA/UBICACIÓN/PERIOD:</b> 8th Semester
<b>IRAUPENA/DURACIÓN/DURATION:</b> 200 h	<b>KREDITUAK/CRÉDITOS/CREDITS:</b> 8 ECTS	<b>MOTA/TIPO/TYPE:</b> MANDATORY
<b>IRAKASLEA/PROFESOR/LECTURER:</b> Arrate García		<b>HIZKUNTZA/IDIOMA/LANGUAGE:</b> English

### HELBURUA – OBJETIVO:

<b>IKAS-PROZESUAREN EMAITZAK/ RESULTADOS DE APRENDIZAJE/ LEARNING OUTCOMES</b>	<b>ASOZIATUTAKO GAITASUNAK / COMPETENCIAS ASOCIADAS/ ASSOCIATED COMPETENCIES</b>	<b>EDUKIAK/ CONTENIDOS/ CONTENTS</b>
<ul style="list-style-type: none"> <li>- Writing reports, posters and abstracts of work in English</li> <li>- Conduct conversations on common topics</li> <li>- Reading and interpreting catalogues and technical texts in the field written in English</li> <li>- Write CVs and cover letters in English</li> <li>- Identify differences with other cultures</li> <li>- Acquire technical words related to the business world</li> <li>- Conduct business-related discussions in English</li> <li>- Write essays on any situation in English</li> <li>- Conduct telephone conversations in English</li> <li>- Negotiate on business or professional matters in English.</li> <li>- Make a correct oral presentation</li> <li>- Conduct a job interview and negotiate in spoken English</li> </ul>	CG4 CG4.1 CG4.2 CG4.3 CG4.4 CG4.5 CM1 CM5 CM6 CB1 CB4 CB5 CT1 CT6	Review of notions (introducing yourself, presenting your company, grammar, conversation...), expression (writing a report, filling in forms, grammar, conversation, reading, etc.), preparation for the mission abroad (writing a CV and a cover letter, written English, idiomatic expressions, etc.). written English, idiomatic expressions, introduction to different cultures, technical vocabulary, grammar) , professional English (discussions, written expression, telephone, grammar...) and individualised further training.

### BALIABIDE /METODOLOGI PEDAGOGIKOAK - MEDIOS/MÉTODOS PEDAGÓGICOS – PEDAGOGICAL METHODS:

- Expository, explanatory and/or demonstrative sessions by the teacher.
- Exercises carried out in the classroom with the help of the teacher.
- Practical application through exercises, simulations and individual or group experimentation.

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### BIBLIOGRAFIA – BIBLIOGRAFÍA - BIBLIOGRAPHY:

- English File Upper Intermediate B2, Student's book y workbook (Oxford University Press)
- Business Result Upper-intermediate (Oxford University Press)
- Cambridge English For Engineering (Cambridge University Press)
- Business vocabulary in Use(Cambridge University press)
- Telephone English(Macmillan)
- In company intermediate (Macmillan)
- Professional English in Use (Cambridge)
- [www.oup.com/elt/englishfile](http://www.oup.com/elt/englishfile)
- [learnenglish.britishcouncil.org/en](http://learnenglish.britishcouncil.org/en)
- [www.bbc.co.uk/learningenglish/](http://www.bbc.co.uk/learningenglish/)
- <https://www.flo-joe.co.uk>

### IRAKASKUNTZA MOTA -TIPO DE DOCENCIA – TYPE OF TEACHING

*Irakaskuntza mota/Tipos de docencia/Teaching types:*

**M**=Magistrala/Magistral/Master; **S**=Mintegia/Seminario/Seminar; **GA**=Gelako praktikak/Prácticas de Aula/Practical testing in classroom; **GL**=Laborategiko praktikak/Prácticas de Laboratorio/Laboratory Tests; **GO**=Ordenagailuko praktikak/Prácticas de ordenador/Computer Tests; **TA**=Tailerra/Taller/Workshop; **TI**=Tailer industriaial/Taller Industriail/Industrial workshop;

Irakaskuntza mota / Tipo de docencia / <b>Type of teaching</b>	<b>M</b>	<b>S</b>	<b>GA</b>	<b>GL</b>	<b>GO</b>	<b>TA</b>	<b>TI</b>
<b>Ikasgelako eskola-orduak /Horas de docencia presencial /Face-to-face class hours</b>	50				20		
<b>Ikasgelaz kanpoko ikaslearen orduak / Horas de actividad no presencial del alumno/ Student hours outside the classroom</b>	100				30		

### EBALUAZIO METODO ETA IRIZPIDEAK – MÉTODOS Y CRITERIOS DE EVALUACIÓN – EVALUATION METHODS AND CRITERIA

**ETENGABEKO EBALUAZIOA - EVALUACIÓN CONTINUA – CONTINUOUS EVALUATION**

X

**AZKEN EBALUAZIOA - EVALUACIÓN FINAL – FINAL EVALUATION**

X

**Ebaluazio probetan erabili ahal izango diren baliabide eta bitartekoak / Medios y recursos que se podrán utilizar en las pruebas de evaluación / Resources that can be used in the evaluation tests**

To be defined on the examination day.

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### **OHIKO DEIALDIA - CONVOCATORIA ORDINARIA – REGULAR CALL**

Provided that attendance is at least 80%, the continuous assessment of the student's work and the competences worked on (individual and/or in group, face-to-face and/or non-face-to-face) weighing the following tasks:

- Exams (3 mid-term exams 10% of the final mark, final exam 40% of the final mark) (70% of the final mark).
- Deliverables (3 writings 5% of the final grade), done in class (15% of the final grade).
- Oral exam (15% of the final grade)

For students who do not comply with this attendance, the final exam will count for 100% of the final mark.

### **EZ-OHIKO DEIALDIA - CONVOCATORIA EXTRAORDINARIA – EXTRAORDINARY CALL**

Exam (100% of the final grade).