

GRAU EN ENGINYERIA D'ORGANITZACIÓ INDUSTRIAL

109801 - ANGLÈS PER AL MÓN PROFESSIONAL

Informació general

- Curs acadèmic 2023/24
- Curs: Quart
- Trimestre: Primer
- Nombre de crèdits: 6
- Professorat:
 - Juan García Ramírez <sjgr@tecnocampus.cat>

Llengües de docència

- Anglès

This module is entirely delivered in English.

Presentació de l'assignatura

English for the Professional World aims to help students be competent in planning their job hunting process as well as in using English accurately in certain situations of professional life.

As for the former, considering how competitive the professional world is, students must be prepared to sell themselves and make themselves different in order to land a job.

Regarding the latter, effective communication is a skill professionals have to acquire before completing university and entering the world of business.

Competències/Resultats d'aprenentatge

Transversal

- **CT1:** Que els estudiants coneguin una tercera llengua, que serà preferentment l'anglès, amb un nivell adequat de forma oral i per escrit i d'acord amb les necessitats que tindran les graduades i els graduats en cada titulació.

No definides

Continguts

1. Personal Statement. CV. Cover Letter. Job Interview

- 1.1 Research of the job hunting process: stages, mind map of strengths and weaknesses, qualifications, work experience.
- 1.2 Personal statement: features of the personal statement, short description of the applicant (education, work experience, soft skills, achievements, goal).
- 1.3 The CV or Resumé: sections of the CV, vocabulary, analysis of common errors, first good impression, the CV and the job offer, creative CVs.
- 1.4 The Cover Letter: features and parts of a good cover letter, style and vocabulary, the Cover Letter and the job offer.
- 1.5 The Job Interview: preparation of the job interview, the small talk, typical questions and the most suitable answers, good first impression, vocabulary, analysis of common errors, simulation of a job interview.

2. Effective Oral Presentations

- Structure of an oral presentation in a professional context
- The body language
- Effective visual aids

Objectius de Desenvolupament Sostenible

- 05 - Igualtat de gènere
- 08 - Treball digne i creixement econòmic
- 04 - Educació de qualitat
- 09 - Indústria, Innovació i Infraestructures

Sistema d'avaluació i qualificació

Assignments on all the points of the syllabus will be collected for assessment:

- Personal statement
- CV
- Cover letter
- Job interview
- Formal writing
- Oral exercises: discussions, dialogues, oral presentations

1. Continuous assessment: 70%

- PW#1: Personal Statement (5%)
- PW#2: CV (15%)
- PW#3: Listening comprehension (10%)
- PW#4: Cover letter (15%)
- PW#5: Speaking activity: Job Interview (10%)
- PW#6: Short writing: summary of an article (5%)
- PW#7: Short oral presentation on one of the articles given or on a topic chosen by the student (10%)

2. Oral presentation of professional profile: 20%. This activity is mandatory in order to pass the subject.

3. Class attendance and participation: 10%

Resit Exam: 70%. The resit exam covers the continuous assessment part (point 1 above). In order to be allowed to do the resit exam, a mark of 4 to 4.9 must be achieved in the continuous assessment part. Otherwise, the module will be given a fail. The highest mark possible in the resit exam is PASS (5).

VERY IMPORTANT:

Total or partial PLAGIARISM of any of the assignments will be automatically qualified as FAIL (0). And, if plagiarism is repeated, it may mean that the module has a definitive qualification of FAIL (0).

PLAGIARISM consists of copying text from unacknowledged sources, whether this is part of a sentence or a whole text, which is intended as the student's own text. It includes cutting and pasting from Internet sources, presented unmodified in the student's own text. PLAGIARISM IS A SERIOUS OFFENCE. Students must respect authors' intellectual property, always identifying the sources they may use. They must also be responsible for the originality and authenticity of their own texts.