



Academic year	2016-17
Subject	20319 - English
Group	Group 2, 2S, GEIN
Teaching guide	AZ
Language	English

## Teaching guide

### Subject identification

<b>Subject</b>	20319 - English
<b>Credits</b>	2.4 de presencials (60 hours) 3.6 de no presencials (90 hours) 6 de totals (150 hours).
<b>Group</b>	Group 2, 2S, GEIN (Campus Extens)
<b>Teaching period</b>	Second semester
<b>Teaching language</b>	English

### Professors

Lecturers	Horari d'atenció als alumnes					
	Starting time	Finishing time	Day	Start date	Finish date	Office
John Voorheis Sibole III - <a href="mailto:john.sibole@uib.es">john.sibole@uib.es</a>	15:30	18:30	Tuesday	06/09/2016	15/07/2017	Ramon Llull AB 09

### Contextualisation

In a globalised world, where we need to move across frontiers not only for pleasure but also for work, English is a key tool to improving our career prospects. In addition, English is the language of most scientific publications. In a context of an increasingly larger European Union, we need English as a tool to communicate with people from different countries and to grow as professionals.

This subject seeks to provide students with a basic grounding in English that will allow them to read and understand specialised publications in English, giving a comprehensive overview of the language, not only from a grammatical point of view but also including a real-life use of it. Students need to be competent not only in writing but also- and even more importantly- orally. That is why this subject will include a considerable amount of conversation and debate in class in which students are supposed to participate actively.

The course will go through various aspects of grammar, use of English, oral and written skills. Great attention will be paid to technical vocabulary, essential to understanding specialised publications, in the field of Computer Science.

### Requirements

This course will be conducted exclusively in English. It is therefore advisable that the students who enrol already have an intermediate level of English (as equivalent to a B1 in the Common European Framework of Reference for Languages).

The materials used in this course have been selected and designed according to the parameters described for the B2 level (CEFR). Thus, a pass in this course certifies the student's language proficiency level required by the UIB in order to obtain the Undergraduate Degree.



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### Essential requirements

#### Essential Requirements:

Previous knowledge of English (Batxiller)

According to the rules of the UIB, in order to obtain a Bachelor Degree students need to prove at the end of their studies a level of competence in English equivalent to a B2 level established in the Common European Framework Reference for Languages (CEFR), as it has been established in the Degree's requirements of their respective curricula. In order to attain this knowledge, students must pass the specific English language course of their Degree. Students may also prove their English skills by means of:

- Presenting a valid certificate or recognized degree by the UIB, attesting the achievement of a minimum level of English equivalent to B2 established in the Common European Framework Reference for Languages (CEFR). Please, see the following link for further information: [http://estudis.uib.es/es/grau/coneix\\_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215459](http://estudis.uib.es/es/grau/coneix_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215459)
- Successfully pass the annual English test organised at the UIB. Please, see the following link for further information: [http://estudis.uib.es/es/grau/coneix\\_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215457](http://estudis.uib.es/es/grau/coneix_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215457)
- Enrolling and successfully completing a number of English taught subjects in their Degree or in an Exchange Programme (18 credits). For further information, please see: [http://estudis.uib.es/es/grau/coneix\\_idioma/](http://estudis.uib.es/es/grau/coneix_idioma/)

Acord Executiu 9617/2010: <http://www.uib.es/fou/acord/96/9617.html>

Acord Executiu 9719/2011: <http://www.uib.es/fou/acord/97/9719.html>

Correcció d'errors 9755/2011: <http://www.uib.es/fou/acord/97/9755.html>

Acord Executiu 9991/2011 <http://www.uib.es/fou/acord/99/9991.html>

Acord Executiu 10300/2012 <http://www.uib.es/fou/acord/103/10300.html>

Information on EFL certificates. Article 3.3 of A.N. 9617/2010 (FOU341):

*Els estudiants que obtinguin el reconeixement de la competència de domini de la llengua anglesa per aquest procediment no hauran de cursar l'assignatura específica d'anglès del seu pla d'estudis, sempre que sigui optativa. En cas que sigui obligatòria i ja que no és possible fer un reconeixement de crèdits d'una determinada assignatura de grau si no és mitjançant altres estudis oficials, sí que l'hauran de cursar, tot i que ho podran fer en condicions especials segons es determini en cada guia docent.*

*\*\*El alumnado que no tenga el nivel B1 (nivel que el alumnado debe haber alcanzado al término de sus estudios de educación secundaria y el requerido para superar las pruebas de acceso a la universidad) de competencia en lengua inglesa encontrará una lista de recursos para el auto-aprendizaje en la sección bibliográfica de esta guía docente y es su responsabilidad alcanzar este nivel con anterioridad al inicio del curso. Además, la universidad dispone de un aula de autoaprendizaje de lenguas (Biblioteca de Gaspar Melchor de Jovellanos) abierta a todo el alumnado. Para más información sobre esta aula y los recursos que se ponen a disposición del alumnado se puede consultar el siguiente enlace: [http://rrhh.uib.es/digitalAssets/137/137294\\_aulaangl.pdf](http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf) o a la cueta de Facebook: <https://www.facebook.com/englishlabUIB/>*

### Skills

This subject aims to promote and develop the student's communication skills in English beyond simple grammatical correctness. The particular competences developed in the subject are described in greater detail below:

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### Specific

- \* 1. E40. To develop the ability to describe a problem (in English) within the context of Information Technology and understand the information available in order to solve it appropriately..

### Generic

- \* 1. TG4. To develop the capacity to write, understand and speak English aiming to achieve an intermediate level (B2 in the Common European Framework) . (CG8).
- \* 2. TG.6. To develop the ability to work in a team both in the areas of Information Technology, Mathematics, Telecommunications and other multidisciplinary areas..
- \* 3. CC3. The ability to use new technologies to carry out research to build up a bibliography in order to write a technical paper in English in the area of Information Technology..

### Transversal

- \* • You may consult the basic transversal competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>.

### Basic

- \* You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

## Content

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The course content will be divided into grammatical language consolidation (language use and general vocabulary) and reading, listening and speaking practice which will allow students to practise grammatical structures within the specific context of Information technology.

At the beginning of the course the tutor will confirm the final contents and the title of the course-book (if to be used). The following contents may therefore differ.

### Theme content

#### 1.. Computer Science

##### Computer Users

- Past Simple and Present Perfect
- Noting specific information
- Exchanging information
- Writing a brief description

##### Computer Architecture

- Prepositions of place
- Locating specific information
- Sequencing instructions

##### Computer applications

- Passive tense
- Describing a process

##### Peripherals

- Comparison and contrast



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- Listening for detail

#### Operating Systems

- Prepositions
- Exchanging technical information

#### Graphical User Interfaces

- Verb + infinitive
- Providing explanations

#### Applications Programs

- Instructions
- Exchanging information
- Making recommendations

#### Multimedia

- Cause and effect
- Describing a process

### 2.. Networks

#### Networks

- Relative Clauses
- Describing advantages and disadvantages

#### The Internet

- Warnings
- Computer mediated communication
- Writing a newsgroup contribution

#### The World Wide Web

- Time Clauses
- Information transfer, listening and note-taking

#### Websites

- Giving advice
- Understanding the writer's purpose
- Exchanging information
- Evaluating

#### Communication Systems

- Predictions: certainty expressions
- Reading for specific information
- Describing a System

### 3.. IT Communication

#### Computing Support

- Diagnosing a fault and giving advice
- Information transfer from telephone call to form

#### Data Security 1

- Cause and effect/causative verbs
- Exchanging information

#### Data security 2

- Giving advice



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- Cause and effect - allow/prevent
- Exchanging explanations

#### 4.. Focus on ICT

##### People in Computing

- \* Need to, have to, must
- \* Asking targeted questions
- \* Writing a CV

##### Recent Developments in IT

- Modals : ability
- Making a presentation
- Writing a report

##### The future of IT

- Future tense
- Listening for points of view
- Writing a summary

## Teaching methodology

The different skills (speaking, listening, reading and writing) will be covered in an integrated manner in order to present grammar and vocabulary in the context of the subject under study. At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule will at least include the dates when the continuous assessment tests will be conducted (writing/orals) and the hand-in dates for the assignments (if applicable). In addition, the lecturer will inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.

### IMPORTANT - subject pass mark

The student must obtain a minimum score of 6 out of 10 in the final "Use of English" examination (comprising different papers: Grammar in Context, Vocabulary in Context, Listening and Reading comprehension) in order to successfully pass this subject. In those cases where the mathematical average is higher than 5, and the final examination scores lower than a 6, the student will have 4.5 in his or her marks record. The percentages applied to each part are listed below.

If a student fails to show up on the date and time established for any of the continuous evaluationexampapers, they will receive a 0 (zero) grade. Failure to take an official exam (when applicable) will result in a 'No Presentado'grade. Under no circumstances will the dates and times of the official exams be altered, with the only exception of those cases contemplated by the Universityof the Balearic Islands 'Reglament Acadèmic'(when two exams on the same day coincide with a time difference of under three hours). Students will not be allowed into the room once the exam / session has already started. Mobilephones and other electronic devices are not allowed in the room. Plagiarism or misdemeanour behaviour (e.g. cheating) during these exams / sessions, will automatically qualify thestudent's assessment with a 'Suspensio' (Grade 0).

**ELECTRONIC DEVICES:** The use of cell phones and other electronic devices is not permitted in the classroom, unless specified by the teacher.Laptops will only beaccepted if they are necessary for the tasks related with course activities. Electronic devices (including laptops or mobile phones) are NOT allowed in the classroom during test practice, oexaminations, except when directly specified by the teacher.

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## Workload

At the beginning of the semester the subject schedule will be available to students through the UIBdigital platform. This schedule will include the dates for the continuous assessment tasks and assignment deadlines. Furthermore, the lecturer will inform students as to whether the subject syllabus will be carried out according to the schedule or otherwise, including Campus Extens.

## In-class work activities

Modality	Name	Typ. Grp.	Description	Hours
Theory classes	Theory	Large group (G)	Approximately 27 hours will be devoted to studying aspects of the English grammar and analysing technical texts. An inductive and interactive methodology will be used in most sessions. Attention will be paid to the process of reading, writing, listening and speaking.	27
Practical classes	Practice sessions	Medium group (M)	Approximately 27 hours will be devoted to medium-group practical sessions in which students will have an opportunity to carry out listening exercises as well as improving their oral skills.	27
Assessment	Attendance and participation	Large group (G)	10% of the final mark will be based on students' participation and attendance. Students should attend 80% of classes or agree on a specific activity with the tutor which should be given in on the date designated.	0
Assessment	Final exam	Large group (G)	<p>A final exam worth 50% of the overall mark - Use of English (20%), reading (15%) and listening (15%) tests. The result of this test will represent 50% of the final grade (Grammar, Vocabulary, Reading Comprehension, and Listening Comprehension). Students will need to obtain a minimum score of 6 in this part in order to average out with the other papers (attendance and participation, writing paper, and speaking paper). Dates for this exam, room and time will be published in Campus Extens at the beginning of the Semester. The writing paper and Speaking papers will take place on different days, which will also be announced during the semester in Campus Extens.</p> <p>This exam (50%) and the writing paper (20%) can be retaken in the extraordinary evaluation period (July). (Attendance / participation or the alternative activity (10%) and the oral exam (20%) cannot be retaken in July).</p> <p>The July exams will include the same parts, and the percentages allocated to each part will be also the same. You will need to obtain a minimum score of 6 in this part to successfully pass the subject.</p>	0
Assessment	Oral exam	Large group (G)	<p>The exam content (presentation or interview) will be determined by the tutor and students will be given the necessary information at the beginning of the course, along with the dates for the assessment.</p> <p>This cannot be retaken in July</p>	4

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Modality	Name	Typ. Grp.	Description	Hours
Assessment	Writing paper	Large group (G)	<p>Students will have one writing exam worth 20% in class towards the end of the course period - the date will be given by the tutor at the beginning of the course.</p> <p>The writing exam may be retaken in the extraordinary evaluation period, but it will only be graded if the student has passed the grammar/use of English (50%) with a grade of 6 or more</p>	2

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.

### Distance education work activities

Modality	Name	Description	Hours
Group or individual self-study	Individual and/or group self-study	Students will plan their work and carry out a series of grammar, reading and writing activities selected from different sources.	90

### Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

### Student learning assessment

The total mark that the student may achieve for the course will reflect their attendance and participation in class, their performance in oral and written exams, a presentation about a specific technology project, and in a final exam designed to assess their obtained reading listening and English use skills. The distribution of these marks and the evaluation type is described below:

#### Theory

Modality	Theory classes
Technique	Observation techniques ( <b>non-retrievable</b> )
Description	Approximately 27 hours will be devoted to studying aspects of the English grammar and analysing technical texts. An inductive and interactive methodology will be used in most sessions. Attention will be paid to the process of reading, writing, listening and speaking.
Assessment criteria	Classroom assignments.

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27 hours will be devoted to studying aspects of the English grammar and analysing technical texts. An inductive and interactive methodology will be used in most sessions. Attention will be paid to the process of reading, writing, and use of English.

Final grade percentage: 2%

### Practice sessions

Modality	Practical classes
Technique	Observation techniques ( <b>non-retrievable</b> )
Description	Approximately 27 hours will be devoted to medium-group practical sessions in which students will have an opportunity to carry out listening exercises as well as improving their oral skills.
Assessment criteria	Oral tests on the topics developed in the practical sessions.

Final grade percentage: 3%

### Attendance and participation

Modality	Assessment
Technique	Objective tests ( <b>non-retrievable</b> )
Description	10% of the final mark will be based on students' participation and attendance. Students should attend 80% of classes or agree on a specific activity with the tutor which should be given in on the date designated.
Assessment criteria	Students should attend class at least 80% and participate in the class activities. This is worth 10% of the final mark.

Final grade percentage: 3%

### Final exam

Modality	Assessment
Technique	Objective tests ( <b>retrievable</b> )
Description	A final exam worth 50% of the overall mark - Use of English (20%), reading (15%) and listening (15%) tests. The result of this test will represent 50% of the final grade (Grammar, Vocabulary, Reading Comprehension, and Listening Comprehension). Students will need to obtain a minimum score of 6 in this part in order to average out with the other papers (attendance and participation, writing paper, and speaking paper). Dates for this exam, room and time will be published in Campus Extens at the beginning of the Semester. The writing paper and Speaking papers will take place on different days, which will also be announced during the semester in Campus Extens. This exam (50%) and the writing paper (20%) can be retaken in the extraordinary evaluation period (July). (Attendance /participation or the alternative activity (10%) and the oral exam (20%) cannot be retaken in July). The July exams will include the same parts, and the percentages allocated to each part will be also the same. You will need to obtain a minimum score of 6 in this part to successfully pass the subject.
Assessment criteria	Students will take an end of term final exam which will be divided into use of English (20% - grammar and specific vocabulary), reading (15%) and listening (15%)  Students must have 60% overall in this exam in order to pass the subject.

Final grade percentage: 50%



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### Oral exam

Modality	Assessment
Technique	Oral tests ( <b>non-retrievable</b> )
Description	The exam content (presentation or interview) will be determined by the tutor and students will be given the necessary information at the beginning of the course, along with the dates for the assessment. This cannot be retaken in July
Assessment criteria	Students will give a presentation or have an oral exam (to be decided by the tutor). This is worth 20% of the final mark and cannot be retaken.

Final grade percentage: 20%

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### Writing paper

Modality	Assessment
Technique	Extended-response, discursive examinations ( <b>retrievable</b> )
Description	Students will have one writing exam worth 20% in class towards the end of the course period - the date will be given by the tutor at the beginning of the course. The writing exam may be retaken in the extraordinary evaluation period, but it will only be graded if the student has passed the grammar/use of English (50%) with a grade of 6 or more
Assessment criteria	Students will have a writing exam during the course (date will be given at the beginning of the course). It will be worth 20% of the final mark and can be retaken in the extraordinary evaluation period - though it will only be corrected if the student has a pass in the final use of English/reading/listening exam.

Final grade percentage: 20%

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### Individual and/or group self-study

Modality	Group or individual self-study
Technique	Other methods ( <b>non-retrievable</b> )
Description	Students will plan their work and carry out a series of grammar, reading and writing activities selected from different sources.

Assessment criteria

Final grade percentage: 2%

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## Resources, bibliography and additional documentation

Theoretical and practical dossiers will be provided either on Campus Extens or at the copy centre in Anslem Turmeda Hall. Material will be made up from a range of different sources.

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### Basic bibliography

Students will be told which coursebook(s) will be used at the beginning of the course and via Campus Extens

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### Complementary bibliography

Vince, Michael (2008). English grammar in context. Oxford: Macmillan  
Glendinning, Eric H.; McEwan, John (2006) Oxford English for Information Technology. Oxford: OUP  
Prodromou, Luke (2010). Grammar and Vocabulary for First Certificate. Harlow: Longman.  
Murphy, R. (2004). English grammar in Use. Cambridge: CUP.

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### Other resources

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- Hancock, M. (2003). English Pronunciation in Use. Cambridge: CUP.
- McCarthy, M. and F. O'Dell (2002). English Idioms in Use. Cambridge: CUP.
- McCarthy, M. and F. O'Dell (2004). English Phrasal Verbs in Use. Cambridge: CUP.
- McCarthy, M. and F. O'Dell (2008). English Collocations in Use. Cambridge: CUP.
- Murphy, R. and F. García Clemente (2008). Essential Grammar in Use. Cambridge: CUP.
- Swan, C. and M. Walter (2001). The Good Grammar Book. With Answers. Oxford: Oxford University Press.
- Vince, M. (2009). First Certificate Language Practice with Key. Basingstoke: Macmillan.
- Vince, M. (2009). Advanced Language Practice with Key. Basingstoke: Macmillan.
- Vince, M. and K. McNicholas (2003). Elementary Language Practice with Key. Basingstoke: Macmillan.
- Vince, M. and P. Emmerson (2003). Intermediate Language Practice with Key. Basingstoke: Macmillan.
- Further reading for writing:
- Alcaraz Varo, E. (2000). The professional and academic English. Madrid: Alianza.
- Bailey, S. (2006). Academic Writing: A Handbook for International Students. London: Routledge.
- Campbell, C. (2009). English for Academic Study: Vocabulary - Study Book. Reading: Garnet.
- course for nonnative speakers of English. Anne Arbor: University of Michigan Press.
- James, K., R.R. Jordan, A. Matthews & J.P. O'Brien (1991). Listening Comprehension and notetaking Course. London: Nelson.
- Pallant, A. (2009). English for Academic Study: Writing - Course Book. Reading: Garnet.
- Zemach, D. et al. (2005). Academic Writing: from Paragraph to Essay. Basingstoke: MacMillan.

