

Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2019-2020

Teaching guide

Area: English language

Subject: English language I-1s

Period: Semester 1

Lecturers:

Ms. Kate Hart
Mr. Michael Ashby

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE I-1S

CODE: BA1ING-I

LANGUAGE: ENGLISH

YEAR: 1

PERIOD: SEMESTER 1

CREDITS: 3 ECTS

1. Subject objectives

This course aims to consolidate and improve students' general level of English at C2 level and to encourage them to express themselves proficiently through the use of authentic listenings from respected thinkers. Concentrating on communication, collaboration and creative thinking the course aims to drive students towards 21st century outcomes and encourages students to express their own opinions and find their own voices to be able to communicate with new ideas and creativity in the world of tourism.

2. Competencies developed

Basic

B01 - Be able to acquire, understand and structure knowledge.

B02 - Be able to apply knowledge.

B03 - Be able to search for and manage information in order to solve problems, transmit reflective judgements and/or make decisions.

B04 - Be able to communicate information and/or knowledge in one's mother tongue, as well as in at least two foreign languages.

B05 - Be able to learn autonomously and continuously

General

G06 - Interpersonal Empathy/Comprehension: understands other people's emotions, understands their points of view and is genuinely interested in their concerns.

G07 - Team work and collaboration: Cooperates actively and jointly in achieving common objectives.

G09 - Sensitivity and intercultural awareness: understands and interprets the influence of culture on the values and behaviours of individuals and organizations.

Specific

E21 - Know the specific vocabulary of the different areas of the tourism sector in at least two foreign languages.

3. Content

Session 0: .

Session 1: Course presentation Moodle, guidelines, coursebook and evaluation and guidelines. Group discussion. . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 2: Emphasis and de-emphasis, describing likes and talents Unit 1 Creativity Authentic listening skills definite and indefinite time Expressions with statistics. Reading Practice. Email practice.. Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 3: Nominalization writing skills Creativity continued: surveys Critical thinking . the speaker's aims. Reading practice and email practice.. Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 4: A progress report. Listening: A Company Choir Rhythm and stress. Email practice. Assessment 1 Reading . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 5: Vocabulary in context: collocations. Reading: How Talent Thrives. Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 6: Writing: Reporting initiatives Grammar review Tenses and conditionals. Listening practice and vocabulary test. . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 7: Review Unit 1: Pixar Listening Unit 2: Why I live in Mortal Fear of Public Speaking. Assessment 2 - listening.. Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 8: Critical thinking: Reading: winning your audiences over. Expressions of certainty. Reprt Writing . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 9: Language focus Unit 2: Emphatic structures & stress in contrasts Assessment 1. Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 10: MultiSensory marketing: not what they seem Impressions and judgements Assessment 3 Writing. . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student's Book. Cengage Learning.

Session 11: How to pitch an idea . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student´s Book. Cengage Learning.

Session 12: Group Project: Oral Presentation . Related material: Stephenson, H., Lansford, L, Dummett, P., (2016) Keynote Proficiency Student´s Book. Cengage Learning.

4. Teaching methodology

Finding information and preparation and organization of material. Considered as a management activity such as organization of class notes, photocopying, and managing library services.

Practical Exercises. ? performing exercises on the material that you work on in the subject area, supervised by the lecturer, that can be done individually or in groups, whose monitoring can either be done through virtual environments or in person

Student Presentations (individual or group). ? Presentation exercises on specific content assigned to a student or group of students who need cooperative work for completion.

Plenary Lectures. presentation of content by presentation or explanation by a lecturer or guest expert on the subject (possibly including demonstrations)

Readings. Reading proposals aimed at broadening and strengthening the information and content of the subject material

Self-study or Study Groups. Students perform work individually or in groups from the knowledge they acquire in this area.

Working individually or in groups. Study related to content. This may include the following activities: study for examinations, library work, and problem solving exercises.

5. Assessment activities

Regular examination call

• Homework (Nov, 12/2018)

Academic Work (Individual - 10%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

• Partial Exam 1 Reading (Oct, 08/2019)

Academic Work (Individual - 10%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

• Vocabulary Test (Oct, 15/2019)

Academic Work (Individual - 5%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Partial Exam 2 Listening (Oct, 29/2019)**

Academic Work (Individual - 10%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **News of the Day (Nov, 12/2019)**

Academic Work (Individual - 5%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Group Project Oral and written (Nov, 26/2019)**

Academic Work (Individual - 10%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Partial Exam 3 Writing -Report and Email (Nov, 26/2019)**

Academic Work (Individual - 10%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Listening (Dec, 17/2019)**

Final exam (Individual - 8%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G7, G9, E21

- **Reading Comprehension (Dec, 17/2019)**

Final exam (Individual - 8%)

Evaluated competences: B1 B2 B3 B4 B5 G6 G9 E21

- **Writing (Dec, 17/2019)**

Final exam (Individual - 8%)

Evaluated competences: B1 B2 B3 B4 B5 G6 G9 E21

- **Oral (Dec, 17/2019)**

Final exam (Individual - 8%)

Evaluated competences: B1 B2 B3 B4 B5 G6 G9 E21

- **Grammar and Vocabulary (Dec, 17/2019)**

Final exam (Individual - 8%)

Evaluated competences: B1 B2 B3 B4 B5 G6 G9 E21

In order to pass this subject, the minimum mark for academic work (60%) and the final exam (40%) must be 5 or above. Students who have not attended a minimum of 70% of classes throughout the semester, will not be eligible to take the final exam in the first sitting.

The final exam is divided into two sections: the oral exam and the written exam which comprises reading comprehension, listening comprehension, Use of English and writing and both sections must be completed in order for the student to be evaluated.

If a student does not take the oral exam but passes the written exam, the average will not be calculated and the student will be given (NP) and the mark for the written paper will be carried to the retake session, and vice versa.

If a student does not achieve a minimum of 5 in either of the evaluation activities (academic work / or final exam) the average will not be calculated and the failed activities will be recuperated in the retake sitting. The student will be given the lower of the two marks. If a student fails academic work they will have to complete a portfolio of activities to be handed in on the day of the retake exam.

Students who pass the subject with 5 or above at CPE level will be awarded 10% extra.

There will be a 2 week trial period at the beginning of the academic year, for students in the CPE level, after which the student is enrolled in the level, and no changes will be permitted after this point.

Resit examination call

- **Students will be assessed on C2 language skills in a portfolio of material covering listening, reading, writing, grammar and vocabulary. (Jan, 14/2020)**

Academic Work (Individual - 50%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Takes place at the end of a cycle or learning period and in addition to accrediting the level of competence achieved by students through the collection and evaluation of data, it also provides information on whether the degree of learning achieved is sufficient to deal with guarantees of success, and future learning. (Jan, 14/2020)**

Final exam (Individual - 50%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

In order to pass the subject, the minimum mark for academic work (50%) and the final exam (50%) must be 5 or above.

Students must retake the sections that were failed or not attended (academic work and /or final exam). Academic work will be retaken by handing in a portfolio of activities the details of which will be communicated to the student by the corresponding teacher. The portfolio should be handed in on the day of the re-sit exam. The maximum mark for the portfolio and the final exam is 6/10.

In the case that a student does not sit for all the parts of the exam (oral exam and written paper) or does not achieve a minimum of 5 in both the final exam and academic work the student will fail the subject.

Repeating students without attendance: regular examination call

- **Takes place at the end of a cycle or learning period and in addition to accrediting the level of competence achieved by students through the collection and evaluation of data, it also provides information on whether the degree of learning achieved is sufficient to deal with guarantees of success, and future learning (Dec, 17/2018)**

Final exam (Individual - 70%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Students will be assessed on C2 language skills in a portfolio of material covering listening, reading, writing, grammar and vocabulary. (Dec, 17/2019)**

Academic Work (Individual - 30%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

In order to pass this subject the minimum mark for both academic work and the final exam is 5.

Academic Work: Students will have to complete a portfolio of activities which must be handed in on the day of the retake exam. The maximum mark for the portfolio and the final exam is 6/10.

The Coordinator will assign a teacher to each student. The teacher will contact the student at the beginning of the semester to hand out the academic work and to inform the student about the details of the final exam.

The final exam is divided into two sections: the oral exam and the written exam (which comprises reading comprehension, listening comprehension, Use of English and a piece of writing) both of which must be completed in order for the student to be evaluated.

If a student does not take the oral exam but passes the written paper, the average will not be calculated and the student will be given (NP) and the mark for the written paper will be carried to the retake session, and vice versa.

Repeating students without attendance: resit examination call

- **Students will have to submit an Academic portfolio on exercises from the C2 level. (Jan, 15/2019)**

Academic Work (Individual - 30%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

- **Takes place at the end of a cycle or learning period and in addition to accrediting the level of competence achieved by students through the collection and evaluation of data, it also provides information on whether the degree of learning achieved is sufficient to deal with guarantees of success, and future learning (Jan, 15/2019)**

Final exam (Individual - 70%)

Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21

In order to pass this subject the minimum mark for academic work (30%) and the final exam (70%) is 5.

The student must retake the sections which were not presented or those failed (academic work and/or final exam).

Academic work will be retaken by the student handing in a portfolio of exercises, the details of which will be communicated to the student by the relevant teacher. The maximum mark for the portfolio and the final exam is 6/10.

In the case that the student does not attend the re-sit examination or achieve the minimum mark in either of the parts (final exam and/or academic work) the average will not be calculated and the student will fail the subject.

Follow-up meetings

Week 3 (Oct, 01/2019), 11.30

Week 7 (Oct, 29/2019), 11.30

Week 11 (Nov, 26/2019), 11.30

6. Bibliography

Mandatory readings

Dummett, P., Lansford, L., Stephenson, H., (2016) Keynote Proficiency Student's Book. Cengage Learning. See chapters/pages Chapters 1, 2

Recommended readings

Lieberman, Karen and Bruce (2005) Ethics in the Tourism and Hospitality Industry Educational Institute American Hotel & Lodging Association

7. Lecturer/s

Ms. Kate Hart (Head lecturer) - kate.hart@htsi.url.edu

Contact hour: By appointment only

Kate joined HTSI in 2011 as a lecturer on the Undergraduate Degree program in Tourism and Hospitality Management. She also worked as Coordinator of the English Department from 2015-2017 and currently lectures on the Undergraduate Degree program in Tourism and Hospitality Management where she teaches English Communication Skills and Academic English. Kate has a First Class (Hons) degree in European Languages and Business from Leeds Metropolitan University, England and a CELTA teaching qualification (1994). She has over 25 years experience teaching English in the UK, Argentina, Chile and Spain. Kate runs her own training company providing in-company training for business professionals in different sectors of the market. She is a teacher trainer and specialises in giving workshops on Communication Skills and Presentation Skills.

Mr. Michael Ashby (Head lecturer) - michael.ashby@htsi.url.edu

Contact hour: By appointment only

1. Lecturer/s

Mr Mike Ashby

B.A. Degree in History by the State University of New York at Binghamton, New York. He has many years experience from the A2 level to the C2 level. He joined HTSI in 1998 and apart from teaching the students, he has also been the English Coordinator since September, 2016. He also joined Sant Ignasi Sarria in 1996 where he currently lectures in specialized training degrees ranging from Catering and Restaurant Management to Business Administration. Awarded Rookie Teacher of the Year in English as a Second Language at John Peter Tetard High School in New York City.

8. Observations

* Information on the academic calendar, exam timetables, and room assignment will be posted on the virtual campus and on the faculty's web site once it is available.

* Academic norms and regulations is an obligation for all the members of the academic community in the faculty.

Material: Students are expected to attend class with all the relevant material: course book, news of the day, handouts, photocopies where necessary. Failure to do so may result in students being asked to leave class and being marked absent.

Plagiarism: This is a serious offence. If a student hands in plagiarised work they will receive a 0 for this piece of work. If this happens again, they will receive 0 for the semester and will have to retake the semester in either June or July.

Mobile phones, smart phones and laptop computers are at the discretion of the professor.

Punctuality: Students are expected to attend class on time.