

# Bachelor Degree in Tourism and Hospitality Management

## Teaching guide

The subjects related to English, French or German languages in the Bachelor Degree in Hotel and Tourism Management are organized in small groups based on different levels. Next, the academic guides of the different levels are listed.

# Grado en Gestión Turística y Hotelera

## Guía académica

Las asignaturas de los idiomas de inglés, francés y alemán del Grado en Gestión Turística y Hotelera se organizan en grupos reducidos agrupados por niveles. A continuación, se adjuntan las guías académicas de los diferentes niveles



# Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2019-2020

## Teaching guide

Area: English language

Subject: English language II-3s

Period: Semester 3

Lecturers:

Ms. Maeve Howley  
Ms. Miriam Smith

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-3S

CODE: OB3ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 3

CREDITS: 3 ECTS

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## 1. Subject objectives

This course aims to consolidate and improve students' general level of English at C1 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 1: Explanation of course, evaluation system and guidelines for group project. Pair work and group discussions. Discussion: Trends in tourism . Related material: Material provided by the teacher on moodle.

Session 2: Unit 5. Inspiration. News of the Day: individual student presentation on a trending topic in tourism. Authentic listening skills. Ted Talk "I'm not your inspiration, thank you very much". Vocabulary in context. Critical thinking: understanding examples. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 3: Unit 5. News of the Day: individual student presentation on a trending topic in tourism. Grammar: Unreal past, inversion in conditionals. Speaking: talking about life experience. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 4: Unit 5. News of the Day: individual student presentation on a trending topic in tourism. Reading comprehension and vocabulary. Having ideas - speaking activity: where my ideas come from. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 5: Unit 5. Listening comprehension News of the Day: individual student presentation on a trending topic in tourism. Brainstorming and choosing the best ideas Writing: using abbreviations . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 6: Unit 6. Solutions News of the Day: individual student presentation on a trending topic in tourism. Authentic listening skills: signposts . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 7: Unit 6. Ted Talk "How to make filthy water drinkable". News of the Day: individual student presentation on a trending topic in tourism. Grammar - purpose. Speaking activity: Talking about why things are useful . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 8: Unit 6. Reading: thinking outside of the box. News of the Day: individual student presentation on a trending topic in tourism Vocabulary: solution collocations Speaking - describing a solution . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 9: News of the Day: individual student presentation on a trending topic in tourism Listening comprehension: discussing options for solving a problem . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 10: News of the Day: individual student presentation on a trending topic in tourism Speaking: finding solutions Writing: online advice forum . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student´s Book, Cengage Learning.

Session 11: News of the Day. Individual student presentation on a trending topic in tourism. Review. Units 5 and 6. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student´s Book, Cengage Learning.

Session 12: Presentation of group projects . Related material: Students´ own material.

#### 4. Teaching methodology

**Practical Exercises.** Students develop and consolidate language skills through guided and autonomous completion of activities

**Finding information and preparation and organization of material.** Students research, critically select and process information in order to complete the assigned activities.

**Self-study or Study Groups.** Students take responsibility for their progress by studying new vocabulary and by consolidating language accuracy.

**Readings.** Presentation of content, explanation of concepts and language rules, noticing activities.

**Virtual Networking.** Students are expected to complete both individual and group activities in Moodle that count as formative and summative assessment.

**Supervised Projects.** Students prepare individual projects with the supervision of the lecturer which are presented at the end of the semester.

#### 5. Assessment activities

##### Regular examination call

- **Partial Exam 1 - Reading Comprehension (Oct, 08/2019)**

Academic Work (Individual - 10%)

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

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

Academic Work (Individual - 10%)

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

- **Partial exam 3 - Writing (Nov, 26/2019)**

Academic Work (Individual - 10%)

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

- **Homework during the semester (Nov, 26/2019)**  
Academic Work (Individual - 10%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Vocabulary during the semester (Nov, 26/2019)**  
Academic Work (Individual - 5%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **News of the Day (Nov, 26/2019)**  
Academic Work (Individual - 5%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Group Project Presentation and Report (Dec, 03/2019)**  
Academic Work (Group - 10%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G7, G9, E21
  
- **Oral exam (Dec, 10/2019)**  
Final exam (Individual - 8%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Listening Comprehension (Dec, 10/2019)**  
Final exam (Individual - 8%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Reading Comprehension (Dec, 10/2019)**  
Final exam (Individual - 8%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Written exam (Dec, 10/2019)**  
Final exam (Individual - 8%)  
Evaluated competences: B1, B2, B3, B4, B5, G6, G9, E21
  
- **Grammar and Vocabulary (Dec, 10/2019)**  
Final exam (Individual - 8%)  
Evaluated competences:

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 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, 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 take the oral exam but passes the written 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 C1 level will be awarded 5% extra on their final mark.

### **Resit examination call**

- **Students will be given a dossier of activities to complete and hand in to their teacher. The maximum mark for this dossier will be 6/10. (Jan. 16, 2018). (Jan, 14/2020)**

Academic Work (Individual - 50%)

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

- **The final exam consists of five parts: oral expression, reading comprehension, grammar and vocabulary, writing and listening comprehension. (Jan.16,2018) (Jan, 14/2020)**

Final exam (Individual - 50%)

Evaluated competences: B1, B2, B3, B4, B5, E21, G5, G6,

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 resit 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 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**

- **Students will be given a dossier of activities to complete and hand in to their teacher. The maximum mark for this dossier will be 6/10. (Dec.12,2017) (Jan, 14/2020)**

Academic Work (Individual - 30%)

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

- **The final exam consists of five parts:oral expression, reading comprehension, grammar and vocabulary, writing and listening comprehension. (Jan, 14/2020)**

Final exam (Individual - 70%)

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 must be a 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 resit exam. The maximum mark for the portfolio is 6/10.

In the case that a student does not sit for all parts of the exam (oral 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: resit examination call**

- **Students will have to complete a portfolio of activities which must be handed in on the day of the resit exam. The maximum mark for the portfolio is 6/10. (Jan, 14/2020)**

Academic Work (Individual - 30%)

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

- **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. (Jan, 14/2020)**

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 have not been presented or those failed, academic work (30%) and the final exam (70%) is 5.

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 corresponding teacher. The maximum mark will be 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 (Sep, 24/2019), 11.30

Week 7 (Oct, 22/2019), 11.30

Week 11 (Nov, 26/2019), 11.30

## **6. Bibliography**

### **Mandatory readings**

Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning. See chapters/pages2

### **Recommended readings**

Hewings, M., Advanced Grammar in Use, Cambridge University Press See chapters/pages100

## **7. Lecturer/s**

**Ms. Maeve Howley** (Head lecturer) - [maeve.howley@htsi.url.edu](mailto:maeve.howley@htsi.url.edu)

Contact hour: By appointment only.

BA in Fine Arts from Sligo University, Ireland (1999) , PGCE in Art and Design (1991) and an Advanced Diploma in teaching English for specific purposes (2002). Maeve spent many years at ESADE in the

undergraduate Law and BBA programs as well as on the MBA and executive English program. She also has extensive experience teaching business professionals focusing on presentation skills, meetings and negotiations. Maeve joined HTSI Turismo Sant Ignasi in 2015 and currently lectures on the undergraduate program.

**Ms. Miriam Smith** (Head lecturer) - [miriam.smith@htsi.url.edu](mailto:miriam.smith@htsi.url.edu)

Contact hour: By appointment only.

B.A. in Modern Languages from Oxford University and Diploma in TEFL (distinction). Miriam spent many years teaching at ESADE in the undergraduate Law and BBA program as well as on the MBA and executive English program. She has extensive experience teaching business professionals focussing on presentation skills, meetings and negotiations. Miriam joined HTSI Turismo Sant Ignasi in 2014 and currently lectures on the undergraduate program in Tourism and Hospitality Management.

## 8. Observations

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

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

Evaluation: Students who miss any assessed activity such as oral presentations, debate participation, assessments etc will get 0 for that activity or assessment. The lecturer is under no obligation to do it another day or accept homework handed in late. In the case of justifications for absence approved by the year tutor (hospitalization or court visits) these marks will be justified.

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

Attendance: Each student is responsible for making sure they cover the material of classes missed.

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 June.

Absence: Justifications for absence will not be accepted for reasons of work, job interviews, driving test, doctor's appointments etc.

Leaving early: Leaving the class ten minutes or more before the lesson finishes will be marked as absent.



# Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2019-2020

## Teaching guide

Area: English language

Subject: English language II-3s

Period: Semester 3

Lecturers:

Ms. Anna Campañá Salsas

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-3S

CODE: OB3ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 3

CREDITS: 3 ECTS

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## 1. Subject objectives

This course aims to consolidate and improve students' general level of English at B2 level and to meet the English language needs of future professionals working in the tourism industry by developing language awareness, acquiring specialized tourism terminology and building confidence in the professional skills needed for the tourism industry.

## 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 1: Presentation of the course, guidelines for Portfolio and group project. Unit 5 Come fly with me. Related material: Teaching guide. Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 2: Unit 5 Come fly with me . Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 3: Unit 5 Come fly with me . Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 4: Unit 5 Come fly with me . Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 5: Unit 5 Come fly with me . Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 6: Exam Unit 5 Come fly with me . Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 7: Unit 9 Gastronomy. Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 8: Unit 9 Gastronomy. Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 9: Unit 9 Gastronomy. Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 10: Unit 9 Gastronomy. Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 11: Unit 9 Gastronomy. Related material: Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson.

Session 12: Group project presentations.

## 4. Teaching methodology

**Finding information and preparation and organization of material.** Using research skills students prepare and organize material for study purposes.

**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.

**Plenary Lectures.** Presentation of content by a lecturer.

**Self-study or Study Groups.** Study related to content.

**Working individually or in groups.** Group or individual study to practise the theory presented in plenary lectures.

**Virtual Networking.** Collaborative work on a virtual space designed by the lecturer and of restricted access, where you can share documents, work on them simultaneously, add new content, communicate synchronously and asynchronously, and participate in all discussions with members.

**Debates.** Students discuss topics relevant to their topic of study using communication and debating skills.

**Role-plays.** Technique through which a situation that occurs in real life is presented to the student who takes on the role of a particular person, and recreating a situation as if it were real in order to imagine and discuss how to act and take decisions in different situations.

## 5. Assessment activities

### Regular examination call

- **Partial exam 1 - Exam Unit 5 (Oct, 22/2019)**

Partial exam (Individual - 25%)

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

- **Portfolio (Dec, 03/2019)**

Academic Work (Individual - 20%)

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

- **Group Project: Leaflet and Oral presentation (Dec, 03/2019)**

Supervised project (Group - 30%)

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

- **Partial exam 2 - Exam Unit 9 (Dec, 10/2019)**

Partial exam (Individual - 25%)

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

Students who have not attended a minimum of 70% of classes throughout the semester will not be

eligible to take the partial exam 2 at the ordinary call.

In order to pass this subject, students should get a minimum average mark of 5 in the partial exams and a minimum mark of 5 in the group project. Additionally, it is compulsory to upload the portfolio in order to be evaluated.

If a student fails the subject, the marks for the blocks with at least a 5 will be kept; that is portfolio, group project or average partial exams 1 and 2. The student will only have to retake the failed blocks.

### **Resit examination call**

- **Exam units 5 and 9 (Jan, 21/2020)**

Final exam (Individual - 50%)

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

- **Portfolio (Jan, 21/2020)**

Academic Work (Individual - 20%)

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

- **Group project (Jan, 21/2020)**

Supervised project (Group - 30%)

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

Students must retake the sections that were failed or not attended at the ordinary call.

In order to pass this subject, students should get a minimum mark of 5 in the final exam and in the group project. Additionally, it is compulsory to upload the portfolio in order to be evaluated and the maximum mark will be 6/10.

### **Repeating students without attendance: regular examination call**

- **Portfolio (Dec, 03/2019)**

Academic Work (Individual - 20%)

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

- **Project: create a three-day gastronomic route in Catalonia (leaflet and oral presentation) (Dec, 10/2019)**

Supervised project (Individual - 30%)

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

- **Exam Units 5 and 9 (Dec, 10/2019)**

Final exam (Individual - 50%)

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

In order to pass this subject the minimum mark for the final exam and the supervised project is 5.

In order to be evaluated, students will also have to complete a portfolio of activities which must be uploaded on the stipulated date. The maximum mark for the portfolio 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 inform about the academic work and give the student details about the final exam and the supervised project.

If a student fails the subject, the marks for the blocks with at least a 5 will be kept; that is portfolio, supervised project or final exam. The student will only have to retake the failed blocks.

### **Repeating students without attendance: resit examination call**

#### **• Portfolio (Jan, 21/2020)**

Academic Work (Individual - 20%)

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

#### **• Project: create a three-day gastronomic route in Catalonia (leaflet and oral presentation) (Jan, 21/2020)**

Supervised project (Individual - 30%)

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

#### **• Exam units 5 and 9 (Jan, 21/2020)**

Final exam (Individual - 50%)

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

In order to pass this subject the minimum mark for the final exam and the supervised project is 5.

In order to be evaluated, students will also have to complete a portfolio of activities which must be uploaded on the stipulated date. The maximum mark for the portfolio is 6/10.

### **Follow-up meetings**

Week 3 (Oct, 01/2019), 8:30

Week 7 (Oct, 29/2019), 8:30

Week 11 (Nov, 26/2019), 8:30



## 6. Bibliography

### **Mandatory readings**

Strutt, Peter (2013) English for International tourism Upper Intermediate Coursebook, Pearson. See chapters/pages 5 and 9

### **Recommended readings**

Duolingo app uses interactive games to help you learn.

Babbel app This app contains 2000-3000 words per language. All words are accompanied by images and pronounced for you by native speakers. IOS Android

Lingbe A community-based app where people help each other and share their native language. It connects you with real people on call that are native in the language you are looking to learn. It's a fun way to make friends, learn cultures, and learn a new language.

Beinguapp - uses audiobooks to help you learn different languages. You just have to listen to stories and novels in the language you want to learn and side by side read the text in your native language. Audiobooks lovers will surely love this app as they can listen to audiobooks of their interest and at the same time learn a new language.

## 7. Lecturer/s

**Ms. Anna Campaná Salsas** (Head lecturer) - [anna.campana@htsi.url.edu](mailto:anna.campana@htsi.url.edu)

Contact hour: By appointment

## 8. Observations

Information on the academic calendar, exam timetables and room assignment will be posted on the virtual campus once it is available.

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

Communication: Students are expected to consult the moodle and their HTSI email for communications regarding the course.

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 January.



Students need to bring a laptop computer to class.

**Punctuality:** Students are expected to attend class on time. For the benefit of students attending class, those who arrive late are required not to interrupt the class. If students arrive more than 10 minutes late they will not be admitted into class.

**Homework:** Students are expected to hand in their work typed out in Calibri 11 and in double line spacing. Hand written work will not be accepted. Work uploaded late will not be accepted.

Students can be moved to a different level group (up or down) within the first two weeks.



# Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2019-2020

## Teaching guide

Area: English language

Subject: English language II-3s

Period: Semester 3

Lecturers:

Mr. Michael Ashby

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-3S

CODE: OB3ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 3

CREDITS: 3 ECTS

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## 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 study of grammar, general vocabulary and the practice of speaking, listening, reading and writing skills.

## 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 1: Introduction evaluation system, moodle, general guidelines. Oral activities. Presentation skills.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 2: Unit 7 The danger of a short story. Grammar: Comparative forms. Reading : The Paradox Choice. Listening: Different viewpoints. Presentation of the group project.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 3: Unit 7 :Vocabulary: Idioms related to choice. Reading Practice. Speaking: Constructing arguments (Using discourse markers). Presentation of how to write a formal email. News of the day. . Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 4: Unit 7. News of the day. Grammar : Expressing likes and dislikes in a sophisticated way. Writing : Introduction to writing a proposal.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 5: Unit 8 Same but different.. News of the day. Grammar: Modal verbs. Writing : a formal email in class. Listening Practice.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 6: Unit 8. News of the day. Vocabulary : Synonyms of -able and -ible. Listening Practice. Talking about food. Speaking: Attitude to food (Describing customs). Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 7: Unit 8. News of the day. Listening exam done in class. Language expressions with modal verbs. Proposal writing. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 8: Unit 9 . Internet sensation. News of the day. Grammar: Collocations Speaking: Life without the Internet. Reading: Can business be sustainable?. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 9: Unit 9. News of the day. Reading: Your online identity. Listening: Is it ethical? Speaking: Giving and expressing opinions.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 10: Unit 9. News of the day. Compound nouns: adjective+noun and noun + noun collocations. Reading: The medium in the message.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 11: Unit 9. Presentation skills: Being clear and to the point. Mock presentations for the group project.. Related material: Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016

Session 12: Group Project Presentation (10%) + feedback for each group..

#### 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

- **Partial Exam 1 Reading (Oct, 08/2019)**

Academic Work (Individual - 10%)

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

- **Partial exam 3 Writing (Nov, 26/2019)**

Academic Work (Individual - 10%)

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

- **News of the Day during the semester (Nov, 26/2019)**

Academic Work (Individual - 5%)

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

• **Homework during the semester (Nov, 26/2019)**

Academic Work (Individual - 10%)

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

• **Vocabulary during the semester (Nov, 26/2019)**

Academic Work (Individual - 5%)

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

• **Group Project Presentation and Report (Dec, 03/2019)**

Academic Work (Individual - 10%)

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

• **Oral (Dec, 10/2019)**

Final exam (Individual - 8%)

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

• **Writing (Dec, 10/2019)**

Final exam (Individual - 8%)

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

• **Grammar and Vocabulary (Dec, 10/2019)**

Final exam (Individual - 8%)

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

• **Listening (Dec, 10/2019)**

Final exam (Individual - 8%)

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

• **Reading (Dec, 10/2019)**

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.

In order to pass this subject, the minimum mark for academic work and the final exam 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 CAE level will be awarded 5% extra on their final mark and students who pass at CPE level will be awarded 10% extra.

### **Resit examination call**

- **Students will be given a dossier of activities to complete and hand in to the teacher. The maximum mark for this dossier is a 6/10. (Jan, 14/2020)**

Academic Work (Individual - 50%)

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

- **The final exam will be composed of Reading, listening, writing, oral and grammar and vocabulary at the C2 level. (Jan, 14/2020)**

Final exam (Individual - 50%)

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

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**

- **Students will be given a dossier of activities to complete and hand in to their teacher. (Jan, 14/2020)**

Academic Work (Individual - 30%)

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

- **The final exam will be composed of 5 parts which are listening, reading, writing, oral and grammar and vocabulary at the C2 level. (Jan, 14/2020)**

Final exam (Individual - 70%)

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 be given a dossier of activities to complete and hand in to their teacher. The maximum mark is a 6/10. (Jan, 14/2020)**

Academic Work (Individual - 30%)

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

• **The final exam will be composed of reading, writing, listening, grammar and vocabulary as well as an oral exam based on the C2 level. (Jan, 14/2020)**

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 (Sep, 24/2019), 11.30

Week 7 (Oct, 22/2019), 11.30

Week 11 (Nov, 26/2019), 11.30

## 6. Bibliography

#### **Mandatory readings**

Keynote Proficient Student Book Jon Hird Paul Dummett Cengage Learning 2016 See chapters/pages5&6

## 7. Lecturer/s

**Mr. Michael Ashby** (Head lecturer) - [michael.ashby@htsi.url.edu](mailto:michael.ashby@htsi.url.edu)

Contact hour: Tuesdays 11:30-12:00 Staff Room 312

B.A. Degree in History from 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 Tourism Sant Ignasi in 1998, where he currently lectures and is the English Language Coordinator on the four year undergraduate program in Tourism and Hospitality Management. He also joined Sant Ignasi Sarria in 1996 where he currently lectures in specialized training programs ranging from Audiovisual Studies 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 not allowed in class and for personal use and must be switched off.

Punctuality: Students are expected to attend class on time.