

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: 2018-2019

Teaching guide

Area: English language

Subject: English language II-4s

Period: Semester 4

Lecturers:

Ms. Kate Hart
Mr. Michael Ashby
Ms. Miriam Smith

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-4S

CODE: OB4ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 4

CREDITS: 3 ECTS

1. Subject objectives

This course aims to consolidate and improve students' general level of English at the C1 level and 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 guide students towards 21st century outcomes. It also encourages students to be able to express their own opinions 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: Introduction to the course, evaluation system and classroom guidelines. Pair work and group discussions.. Related material: Material provided by the teacher on moodle.

Session 2: Unit 7 Taking imagination seriously. Authentic listening skill: Inferring meaning from context. News of the day, individual student presentation on a trending topic in tourism. Critical thinking: Reading between the lines. Pairwork and group discussions. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 3: Unit 7. Grammar : The continuous aspect. Presentation skill: Being authentic. News of the day, individual student presentation on a trending topic in tourism. Pairwork and group discussions.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 4: Unit 7. Vocabulary : Expressions with mind. Reading: The power of visualization. News of the day : individual student presentation on a trending topic in tourism. Pairwork and group discussions.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 5: Unit 7. Listening: Speculating about a mystery. Speaking : Speculating. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 6: Unit 7. Writing : A news story. Writing skill: Neutral reporting. Speaking: The benefits and drawbacks of daydreaming. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 7: Unit 8. Working Together. Authentic listening skill: Understanding contrastive stress. Critical thinking: Supporting the main idea. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 8: Unit 8. Grammar: Cause and result. Presentation skill: Using visuals. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions. . Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 9: Unit 8. Vocabulary: Teams and teamwork. Reading: Bad teambuilding. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Learning.

Session 10: Unit 8. Writing: Debriefing questionnaire. Writing skill: linking devices. Speaking: Cause and result relationships. Work issues. News of the day: individual student presentation on a trending topic in tourism. Pairwork and group discussions. Assessment 1.. Related material: Dummett, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 11: Unit 8. Listening : Reviewing a project. Speaking : Taking part in a meeting. Reading: Bad team building. News of the day: individual student's presentation on a trending topic in tourism. Pairwork and group discussions. Assessments 2 and 3.. Related material: Dummet, P., Lansford, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 12: Exam review for the final exam of units 7 and 8. Preparation for group projects.. Related material: Dummett, P., Lansfors, L., Stephenson, H., Keynote Advanced Student's Book, Cengage Learning.

Session 13: Group Project Presentations.. Related material: Students own material.

4. Teaching methodology

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.

Finding information and preparation and organization of material. Using research skills and the library services, students access information and organize class notes with the supervision of their lecturer.

Debates. Students discuss varying topics of relevance to their subject, using debating skills to analyze both sides of the argument and come to an agreement.

Plenary Lectures. Presentation of content of the subject by the lecturer.

Student Presentations (individual or group). Presentations on the specific content of the subject assigned to individual students or in groups who need cooperative team working for completion.

Working individually or in groups. Students work either individually or in groups from the knowledge they acquire in this topic area.

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.

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.

Case Studies. Students use case studies based on their topic area to discuss trends and see how theory is put into practice.

Movie Forum. Through the use of films students are able to broaden their language acquisition and

improve their aural comprehension skills.

5. Assessment activities

Regular examination call

- **Partial exam 1 (Mar, 26/2019)**

Academic Work (Individual - 10%)

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

- **Partial exam 2 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

- **Partial exam 3 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

- **Group Project Presentation (Apr, 30/2019)**

Academic Work (Group - 20%)

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

- **Grammar and Vocabulary (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Use of English (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Listening comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Reading Comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Writing (May, 07/2019)**

Final exam (Individual - 10%)

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

In order to pass this subject, the minimum mark for academic work and the final exam must be 5 or above. Students have a margin of 10 minutes to be able to take an assessment. . The final exam consists of five parts (reading comprehension, oral expression, listening, grammar and vocabulary) all of which must be completed in order for the student to be evaluated. In the case that a student does not take any part of the exam, or does not achieve the minimum mark required, the average will not be calculated and the student must retake the failed sections (academic work and/or the final exam) in the re-sit examination call. In the event that a student passes the oral exam but fails the main written exam, the oral mark will be carried over to the re-sit examination.

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.

Students who pass the subject with 5 or above at CAE level will be awarded 5% extra on their final mark.

Resit examination call

- **Students complete a dossier of activities prepared for them by their teacher. (Jun, 04/2019)**

Academic Work (Individual - 50%)

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

- **The final exam is made up of five parts: listening and reading comprehension, grammar and vocabulary, an oral exam and a writing activity. (Jun, 04/2019)**

Final exam (Individual - 50%)

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

The student must retake the sections that were failed or not attended (academic work and/or final exam). Academic work will be recuperated by handing in a dossier of activities the details of which will be communicated to the student by the relevant teacher. The maximum mark for the dossier is 6/10. In order to pass the subject, the minimum mark for the academic work and the final exam must be 5 or above. In the case that a student does not sit for all the parts of the exam or does not reach the minimum mark, the student will fail the subject.

Repeating students without attendance: regular examination call

- **Students complete a dossier of activities prepared for them by their teacher. (Jun, 04/2019)**

Academic Work (Individual - 30%)

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

- **The final exam consists of five parts: reading and listening comprehension, grammar and vocabulary activities, and oral exam and a writing activity. (Jun, 04/2019)**

Final exam (Individual - 70%)

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

The Coordinator will assign a teacher to each student. The student must contact or meet the teacher at the beginning of the semester to pick up the academic work and to find out about the final exam. In order to pass the subject the minimum mark for each section must be 5 or above.

Academic Work: Should be handed in according to the instructions of the teacher. The maximum mark is 6/10.

The final exam consists of five parts all of which must be fully completed in order for the student to be evaluated,

Repeating students without attendance: resit examination call

- **Students will complete a dossier of activities prepared by their teacher. (Jun, 04/2019)**

Academic Work (Individual - 30%)

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

- **The final exam consists of reading and listening comprehension, an oral exam, grammar and vocabulary activities and a writing activity. (Jun, 04/2019)**

Final exam (Individual - 70%)

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

The student must retake the sections which were not presented or those failed. In the case of the portfolio this will be retaken by handing in a dossier of exercises in which the details will be communicated by the his/her teacher. The maximum mark will be 6/10. In order to pass the subject, the minimum mark must be 5 or above. In the case that the student does not attend the retake or achieve the minimum mark, the average will not be calculated and the student will fail the subject.

In order to pass the subject, the minimum mark for each section must be 5 or above.

In the case that the student does not attend the re-sit examination or achieve the minimum mark, the average will not be calculated and the student will fail the subject.

Follow-up meetings

Week 3 (Feb, 12/2019), 10.00

Week 7 (Mar, 12/2019), 10:00

Week 10 (Apr, 02/2019), 10:00

6. Bibliography

Mandatory readings

Dummet, P., Lansford, L., Stephenson, H., Keynote Advanced Students' Book, Cengage Learning. See chapters/pages2

Recommended readings

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

7. Lecturer/s

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

Contact hour: By appointment only.

Lecturer on the Undergraduate Degree Program in Tourism and Hospitality Management, Kate joined HTSI in 2011. First class BA (Hons) degree in European Languages and Business from Leeds Metropolitan University and CELTA teaching qualification (1994). Kate has more than 20 years teaching experience in the UK, Argentina and Spain and has her own training company which provides In-company training for business professionals in all sectors of the market in Barcelona. Kate specializes in giving workshops on Presentation and Communication Skills.

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

Contact hour: By appointment only.

B.A. Degree in History by the State University of New York at Binghamton, New York. He has many years experience teaching English from the A2 level to the C1 level. He joined at TSI Turismo Sant Ignasi ESADE in 1998, where he currently lectures on the four year undergraduate program in Tourism and Hospitality Management. He also joined at Sant Ignasi Sarriá in 1996 where he currently lectures in specialized training degrees ranging from Catering and Restaurant Management to Image and Sound, Production and Business Administration. Awarded Rookie Teacher of the Year in English as a Second Language at John Peter Tetard High School in New York City.

Ms. Miriam Smith (Head lecturer) - miriam.smith@htsi.url.edu

Contact hour: By appointment only

BA 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 focusing on presentation skills, meetings and negotiations. Miriam joined HTSI Turismo Sant Ignasi in 2014 and currently lectures in the undergraduate program in Tourism and Hospitality Management.

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 are an obligation for all the members of the academic community in the faculty.

Evaluation: Students who miss any assessed activity 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.

Assessments - Students must arrive at a maximum of 10 minutes for an assessment activity. If they do not, then they will get a 0 for that assessment.

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: Students must attend a minimum of 70% of classes to take the final exam in the ordinary call. Each student is responsible for making sure they cover the material of class.

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: 2018-2019

Teaching guide

Area: English language

Subject: English language II-4s

Period: Semester 4

Lecturers:

Ms. Maeve Howley

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-4S

CODE: OB4ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 4

CREDITS: 3 ECTS

1. Subject objectives

The aim of the subject is for students to improve on and broaden their general level of English at B2 level and to prepare to take the First Certificate exam in May through the study of grammar, general vocabulary and the practice of speaking, listening, reading and writing skills. The students will also get to know specific terminology of the tourism sector.

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 to the course, teaching guide. Related material: Teaching guide

Session 2: Unit 7 Innovation and Technology Ted Talk. David Sengeh. Authentic listening skills. Focused Listening. . Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 3: Unit 7.1 Vocabulary in context. Critical thinking: asking significant questions. Presentation skills. Taking the audience on a journey. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 4: Unit 7.2 Developing new technology. Grammar: passives. Speaking activity: Technology in everyday life.. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 5: Unit 7.3 Innovative approaches. Reading and vocabulary. New ideas for unexpected problems.. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 6: 7.4 It can all be done online.Vocabulary. Listening. Speaking. Writing a formal online message.. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 7: Unit 8 Balance. Authentic listening skills: ellision: dropped vowels. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 8: Unit 8.1 How to make work-life balance work. Ted Talk Nigel Marsh. Presentation skills: pace and emphasis. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 9: Unit 8.2 Can we "have it all"? Grammar: -ing ; infinitives. Listening: adjusting the balance. Speaking: making the most of your time. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 10: Unit 8.1 : taking it easy. Reading. Vocabulary. Speaking: giving advice. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 11: Unit 8.4. I need a break. Listening. Speaking. Writing skills: email and linking expressions. Related material: Stephenson, H., Lansford, L., Dummett, P., (2016) Keynote Upper Intermediate Students Book. Cengage Learning.

Session 12: Exam review and preparation for Group Project.

Session 13: Group project presentations.

4. Teaching methodology

Finding information and preparation and organization of material. Using research skills and the library services, students access information and organize class notes with the supervision of their lecturer.

Debates. Students discuss varying topics of relevance to their subject, using debating skills to analyze both sides of the argument and come to an agreement.

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). Presentations on the specific content of the subject assigned to individual students or in groups who need cooperative team working for completion.

Readings. Presentation of content of the subject by the lecturer.

Working individually or in groups. Students work either individually or in groups from the knowledge they acquire in this topic area.

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.

Role-plays.

5. Assessment activities

Regular examination call

• **Partial exam 1 (Mar, 26/2019)**

Academic Work (Individual - 10%)

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

• **Partial exam 2 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

• **Partial exam 3 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

- **Group Project Presentation (Apr, 30/2019)**

Academic Work (Group - 20%)

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

- **Vocabulary and grammar (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Listening comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Reading comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Written paper (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Oral Exam (May, 07/2019)**

Final exam (Individual - 10%)

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

To pass this subject, the minimum mark for academic work and the final exam must be 5 or above.

The final exam consists of five parts (reading comprehension, oral expression, listening, grammar and vocabulary) all of which must be completed in order for the student to be evaluated.

If a student does not take any part of the exam, or does not achieve the minimum mark required, the average will not be calculated and the student must retake the failed sections (academic work, partial exams and/or the final exam) in the re-sit examination call.

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.

If a student passes the oral exam but fails the main written exam, the oral mark will be carried over to the re-sit examination.

Resit examination call

- **Students complete a dossier of activities prepared for them by their teacher (Jun, 11/2019)**

Academic Work (Individual - 50%)

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

- **The final exam is made up of five parts: listening and reading comprehension, grammar and vocabulary, an oral exam and a writing activity. (Jun, 11/2019)**

Final exam (Individual - 50%)

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

The student must retake the sections that were failed or not attended (academic work, partial exams and/or final exam).

Academic work will be done by handing in a dossier of activities the details of which will be communicated to the student by the relevant teacher.

The maximum mark for the dossier is 6/10.

To pass the subject, the minimum mark for the academic work and the final exam must be 5 or above.

If a student does not do all the parts of the exam or does not reach the minimum mark, the student will fail the subject.

Repeating students without attendance: regular examination call

- **Students complete a dossier prepared for them by their teacher. (May, 14/2019)**

Academic Work (Individual - 30%)

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

- **The final exam consists of five parts: reading and listening comprehension, grammar and vocabulary activities, and oral exam and a writing activity. (May, 14/2019)**

Final exam (Individual - 70%)

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

The Coordinator will assign a teacher to each student. The student must contact or meet the teacher at the beginning of the semester to pick up the academic work and to find out about the final exam.

To pass the subject the minimum mark for each section must be 5 or above.

Academic Work: Should be handed in according to the instructions of the teacher. The maximum mark is 6/10.

The final exam consists of five parts all of which must be fully completed in order for the student to be evaluated.

Repeating students without attendance: resit examination call

- **Students will be given a dossier of work to be completed by the teacher. (Jun, 11/2019)**

Academic Work (Individual - 30%)

Evaluated competences:

- **The final exam consists of five parts: oral, listening, writing, reading and grammar. (Jun, 11/2019)**

Final exam (Individual - 70%)

Evaluated competences:

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 given to the student by the relevant teacher.

The maximum mark for the portfolio will be 6/10.

To pass the subject, the minimum mark for each section must be 5 or above.

If the student does not attend the re-sit examination or achieve the minimum mark, the average will not be calculated and the student will fail the subject.

Follow-up meetings

Week 3 (Feb, 13/2018), 10:00

Week 7 (Mar, 13/2018), 10:00

Week 13 (Apr, 17/2018), 10:00

6. Bibliography

Mandatory readings

Dummet, P., Lansford, L., Stephenson., (2016) Keynote Upper Intermediate Students Book. Cengage Learning. See chapters/pages7 and 8

Recommended readings

Tayfoor, S. (2004) Common mistakes at First Certificate and how to avoid them. Cambridge: Cambridge University Press. Book

Hashemi, L. & Thomas, B. (2008) Cambridge grammar for First Certificate: self-study grammar reference and practice . Cambridge: Cambridge University Press.

University of Cambridge ESOL examinations. Online FCE practice tests.[online]. Available at [Accessed 15 July 2015]

Flo-joe. Online FCE practice tests.[online]. Available at [Accessed 15 July 2015]

British Council Barcelona. Online FCE practice tests.[online]. Available at [Accessed 15 July 2015]

K&J Pronunciation app This is an application which teaches you phonetics. It includes basic pronunciation of consonant and vowel sounds. Besides you can take some tests to help you to improve your pronunciation. Android

7. Lecturer/s

Ms. Maeve Howley (Head lecturer) - maeve.howley@htsi.url.edu

Contact hour: Tuesdays: 1400hs - 1500hs by appointment

BA in Fine Arts from Sligo University, Ireland (1999) , PGCE in Art and Design (1991) and an Advanced Diploma (ADT) 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.

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.

Assessments : Students who arrive more than ten minutes late will not be allowed to take the assessment and receive a zero on the assessed activity.

*Evaluation: Students who miss any assessed activity such as oral presentations, debate participation, unit tests etc will get 0 for that activity. 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 coordinator (the student is in hospital or has had to attend court) these marks will not be taken into account.

*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.

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



Bachelor Degree in Tourism and Hospitality Management

Academic Year: 2018-2019

Teaching guide

Area: English language

Subject: English language II-4s

Period: Semester 4

Lecturers:

Ms. Katharine D'Amico

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MODULE: LANGUAGES

AREA: ENGLISH LANGUAGE

SUBJECT: ENGLISH LANGUAGE II-4S

CODE: OB4ING-II

LANGUAGE: ENGLISH

YEAR: 2

PERIOD: SEMESTER 4

CREDITS: 3 ECTS

1. Subject objectives

The aim of the course is for students to improve on and broaden their general level of English at C2 level and to prepare to take the Cambridge Proficiency exam through the 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: Course guidelines Psychology & Employment Reading Comprehension Use of English Grammar: discourse markers Vocabulary: expressions connected with communication . Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 2: Psychology & Employment Reading Comprehension Use of English Grammar: discourse markers Vocabulary: expressions connected with communication.

Session 3: Entertainment & Leisure Grammar: perfect tenses Writing: Part 1 Contrast clauses, . Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 4: Entertainment & Leisure Grammar: perfect tenses Writing: Part 1 Contrast clauses,.

Session 5: Entertainment & Leisure reason clauses, adverb clauses of manner . Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 6: Entertainment & Leisure reason clauses, adverb clauses of manner .

Session 7: Entertainment & Leisure Phrasal nouns and adjectives complex sentences. Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 8: Entertainment & Leisure Phrasal nouns and adjectives complex sentences.

Session 9: Money Matters Open cloze, nominalization, reported speech. Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 10: Money Matters Open cloze, nominalization, reported speech.

Session 11: Reporting questions and verb patterns, money sayings and proverbs. Related material: Gude, K and Duckworth, M (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press

Session 12: Group projects - oral presentations. Related material: Students' own material

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 materia

Working individually or in groups. Students perform work individually or in groups from the knowledge they acquire in this area

5. Assessment activities

Regular examination call

- **Partial exam 1 (Mar, 26/2019)**

Academic Work (Individual - 10%)

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

- **Partial exam 2 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

- **Partial exam 3 (Apr, 09/2019)**

Academic Work (Individual - 10%)

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

- **Group Project (Apr, 30/2019)**

Academic Work (Individual - 20%)

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

- **Reading comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Listening comprehension (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Writing (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Use of English (May, 07/2019)**

Final exam (Individual - 10%)

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

- **Oral (May, 07/2019)**

Final exam (Individual - 10%)

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

In order to pass this subject, the minimum mark for academic work and the final exam 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. The final exam consists of five parts (reading comprehension, oral expression, listening, grammar, writing and vocabulary) all of which must be completed in order for the student to be evaluated. In the case that a student does not take any part of the exam, or does not achieve the minimum mark required, the average will not be calculated and the student must retake the failed sections (academic work, partial exams and/or the final exam) in the re-sit examination call. In the event that a student passes the oral exam but fails the main written exam, the oral mark will be carried over to the re-sit examination.

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.

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

Resit examination call

- **Development of a project that can range from a simple brief project to very complex final year research. (Jun, 04/2019)**

Academic Work (Individual - 50%)

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

- **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. (Jun, 04/2019)

Final exam (Individual - 50%)

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

The student must retake the sections that were failed or not attended (academic work and/or final exam). Academic work will be recuperated by handing in a dossier of activities the details of which will be communicated to the student by the relevant teacher. The maximum mark for the dossier is 6/10. In order to pass the subject, the minimum mark for the academic work and the final exam must be 5 or above. In the case that a student does not sit for all the parts of the exam or does not reach the minimum mark, the student will fail the subject

Repeating students without attendance: regular examination call

• **Development of a project that can range from a simple brief project to very complex final year research. (May, 07/2019)**

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 (May, 07/2019)**

Final exam (Individual - 70%)

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

In order to pass this subject the minimum mark for 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

- **Academic Work. Development of a project that can range from a simple brief project to very complex final year research. (Jun, 04/2019)**

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 (Jun, 04/2019)**

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 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 (Feb, 20/2019), 10:00

Week 7 (Mar, 27/2019), 10:00

Week 12 (Apr, 24/2019), 10:00

6. Bibliography

Mandatory readings

Gude, Kathy and Duckworth, Michael (2012) Cambridge English: Proficiency (CPE) Masterclass Student's Book Oxford University Press See chapters/pages 10, 11 & 12

Recommended readings

Lieberman, Karen and Bruce (2005) Ethics in the Tourism and Hospitality Industry Educational Institute American Hotel & Lodging Association See chapters/pages 10, 11 & 12

7. Lecturer/s

Ms. Katharine D'Amico (Head lecturer) - katharine.damico@htsi.url.edu

Contact hour: Mondays - Fridays 15:00 - 16:30

Ms. Katharine D'Amico - katharine.damico@htsi.url.edu

Contact hour: Mondays - Fridays 15:00 - 16:30 Office 310

B.A. Honours Degree in French and Italian Philology by Bishop's University, Sherbrooke, Quebec, Canada, and a Master Degree in Linguistics, Translation and Interpretation by Concordia University, Montreal, Quebec, Canada, PhD candidate in Attitudes, Orientations and Motivations in Second and Third Language Acquisition at Leeds Beckett University UK. She has several years experience in translation, teaching and interpretation. She joined at HTSI-URL in 1998, where she currently lectures on the four-year undergraduate program in neurolinguistics and communication, and Personal and Professional Skills for graduates. She is a consultant and guest lecturer on public speaking and pitching, in Travel Click (2014) Cola Cao (2016) and L a S a l e M a s t e r D e g r e e i n M o b i l e B u s i n e s s (2 0 1 6) , judge in the ESADE MBA Elevator Sales Pitch Competition in the Global Sales Strategies course and lecturer in the ESADE 2016 summer intensive program for Presentation Skills and Public Speaking. Translator for TED and collaborator as an official translator in Spain, and with www.innoxperts.com on netnography research and semantics. Mentor at WAYRA Telefonica and Telefonica Open Futures for Investor Pitches, working with more than 300 startups in Madrid and Barcelona, among which www.geenapp.com; [Made of Genes www.madeofgenes.com](http://www.madeofgenes.com), [Emotions-ar: www.emotions-ar.com](http://www.emotions-ar.com) [Marketeer, https://marketeer.co](https://marketeer.co) [Visual Tagging www.visual-tagging.com](http://www.visual-tagging.com) [Avuxi www.avuxi.com](http://www.avuxi.com) [First Vision www.firstvision.com](http://www.firstvision.com) [Dunforce https://twitter.com/getdunforce](https://twitter.com/getdunforce); [smArDS www.smards.net](http://www.smards.net) and [The Things.io https://thethings.io](https://thethings.io). Mentor and Lecturer in Corporate Pitching in the ESADE Executive MBA in Entrepreneurship in Madrid and Barcelona, as well as Mentor for ESADE BAN Business Angels Network, the RESPOSL Foundation and ESADE Alumni Professional Development.

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.

Assessments: Students must arrive at a maximum of 10 minutes late for an assessment activity. If they do not, then they will receive a zero for the assessment.

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.