



Oral and Written  
Communication Skills  
in English

**Bachelor in Applied  
Modern Languages**



UNIVERSIDAD  
**NEBRIJA**

## TEACHING GUIDE

**Subject:** Oral and Written Communication Skills in English

**Degree:** Bachelor in Applied Modern Languages

**Character:** Basic

**Language:** English

**Modality:** On-site

**ECTS:** 6

**Course:** 1<sup>st</sup>

**Semester:** 1

**Professors/Teaching Staff:** Dra. Zeina Alhmoud

### 1. COMPETENCES AND LEARNING OUTCOMES

#### 1.1. Competences

**CB1** Have and understand knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, also includes some aspects that imply knowledge coming from the forefront of their field of study.

**CB2** Apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defence of arguments and the resolution of problems within their area of study.

**CB3** Gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on relevant social, scientific or ethical issues.

**CB4** Transmit information, ideas, problems and solutions to both a specialized and non-specialized public.

**CB5** Develop the learning skills necessary to undertake further studies with a high degree of autonomy.

**CG3** Develop reasoning and exposition strategies, written and orally, within the field of study of Applied Modern Languages.

**CG4** Be aware of fundamental questions about the nature of language in order to understand its relationship with culture, society and other humanistic disciplines.

**CG5** Understand, evaluate and analyse messages in different formats in the studied languages, taking into consideration different sociocultural contexts.

**CG6** Use information and communication technologies and knowledge to organise, plan and develop academic and professional activities in the field of Applied Modern Languages.

**CG7** Recognise, document, value and go in depth into linguistic, literary and cultural diversity in current context, drawing attention to its origins and future perspectives.

**CG8** Develop the capacity of linguistic mediation to achieve understanding, acceptance of diversity and its value in intercultural communication.

**CG9** Use search tools for documental resources to study foreign modern languages and use own sources to study their corresponding literatures.

**CE1** Develop the skills to communicate, with autonomy and efficiency, in two modern foreign languages, different from the mother tongue and, at instrumental level, in a third one.

**CE2** Know the theoretical and practical description of the chosen languages and their literatures, to apply it in its academic and professional use with different degrees of instrumental mastery.

**CE4** Describe the structure of the studied languages in the different fields (Phonology, Lexicon, Morphology, Syntax, Semantics, Pragmatics and Discourse) identifying different registers.

**CE5** Knowing the pragmatic rules of the studied languages in order to adequately interpret oral and written messages, preventing linguistic and intercultural misunderstandings.

**CE10** Recognise temporal, spatial, social and situational varieties of the studied languages in order to interpret texts from different typologies and to manage them in different communicative exchanges.

**CE13** Know the current geopolitical and social situation of the countries linked to the languages studied from a historical perspective.

## 1.2. Learning outcomes

At the end of this subject, the student must:

- Know the grammar, lexicon and phonetics of Language A at different levels.
- Know the semantic, pragmatic, socio-linguistic and cultural aspects of communication in Language A.
- Know the most significant items in the history of the literature of Language A.
- Mastering a communicative competence close to that of a native speaker, controlling the situation, the participants and the intentions of the communication.
- Apply oral and written communication strategies in Language A.
- Master the academic and professional discourse.
- Possess specialized knowledge of certain areas of history, politics, society, art, economics, etc. associated with language A.
- Analyze the socio-political, economic and cultural panorama of the contemporary world.
- Be able to transmit ideas, knowledge and opinions, as well as to argue and debate in language A

## 2. CONTENTS

### 2.1. Previous requirements

None.

### 2.2. Description of contents

In the subject **Oral and Written Communication Skills in English**, students improve their competence and mastery of both oral and written communicative strategies based on the knowledge and use of very diverse contents, such as: discursive connectors, orthography, linguistic resources for paraphrasing, etc., in order to cover multiple communicative functions, such as: asking for and giving information, expressing needs, feelings, expectations, etc., with different intentions (narrating, asking, arguing, etc.). In a fully communicative approach, all the contents of the language (grammar, semantics, pragmatics, phonetics, phonology etc.) are worked on in such a way that a real communicative competence is built, which in turn considers all the components of communication: interlocutors, context, medium, channel, etc.

### 2.3. Training activities

TRAINING ACTIVITY	HOURS	PERCENTAGE OF ON-SITE ATTENDANCE
A1. Theoretical-practical classes, field work sessions	45	100%
A3. Individual and/or group tutorials	15	60%
A4. Individual or group work	47	20%
A6. Individual study and autonomous work	40	0%
A8. Tasks for assessment and final assessment	3	100%
<b>TOTAL HOURS NUMBER</b>	<b>150</b>	

### 2.4. Teaching methodologies

Code	Teaching methodologies	Description
<b>MD1</b>	Expository method/ Master class	Presentation by the teacher of the contents of each topic through explanations and presentations, along with indications on sources of information and bibliography. The active participation of the student is promoted through activities such as debates, discussion of case studies, questions and presentations. The student will previously have the didactic materials, which will include objectives, syllabus, schedule and resources.
<b>MD2</b>	Resolution of exercises and problems	Approach to situations and practical exercises that the student must solve.
<b>MD4</b>	Performing work	Preparation of reports and documents in which the student must carry out bibliographic search, information gathering, document analysis, case analysis, writing and explanation of conclusions.

## 3. ASSESSMENT SYSTEM

### 3.1. Grading system

The grading system (R.D. 1125/2003, of 5th September) will be as follows:

- 0 - 4.9 Fail (SS)
- 5.0 - 6.9 Pass (AP)
- 7.0 - 8.9 Good (NT)
- 9.0 - 10 Excellent (SB)

The mention of "honors" may be obtained at the proposal of the professor of the subject after completing a tutored work. The teacher must write a report evaluating the contributions of the work.

### 3.2. Evaluation criteria

#### Ordinary call

<b>Assessment system</b>	<b>Minimum weighting</b>	<b>Maximum weighting</b>
SE1 Attendance and participation	10%	25%
SE2 Presentation of assignments and projects (individual tasks and group work)	25%	30%
SE3 Midterm assessment	15%	25%
SE4 Final assessment	35%	50%

#### Extraordinary call

<b>Assessment system</b>	<b>Minimum weighting</b>	<b>Maximum weighting</b>
SE2 Presentation of assignments and projects (individual tasks and group work)	40%	40%
SE4 Final assessment	60%	60%

### 3.3. Restrictions

#### Minimum grade

In order to average the above weightings, it is necessary to obtain at least a grade of 5 in the final exam.

#### Attendance

Students who, without justification, fail to attend more than 25% of the face-to-face classes may be deprived of the right to take the exam in the regular exam.

#### Writing standards

Special attention will be paid in the papers, practices and written projects, as well as in the exams, to both the presentation and the content, taking care of the grammatical and spelling aspects. Failure to meet the minimum acceptable standards may result in points being deducted in such work.

### 3.4. Warning about plagiarism

The Universidad Antonio de Nebrija will not tolerate plagiarism or copying under any circumstances. It will be considered plagiarism the reproduction of paragraphs from texts other than the student's audit (Internet, books, articles, papers of colleagues...), when the original source is not cited. The use of quotations cannot be indiscriminate. Plagiarism is a crime.

If this type of practice is detected, it will be considered a Serious Misconduct and the sanction foreseen in the Student Regulations may be applied.

#### 4. BIBLIOGRAPHY

##### Basic bibliography

Hargie, O. (2006) *The Handbook of Communication Skills* (Third Edition). Routledge

##### Recommended bibliography

Pinker, S. (2014) *The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century*. Penguin Books

The Guardian: <https://www.theguardian.com/international>

The Conversation: <https://theconversation.com/>

BBC News: <https://www.bbc.com/news>

CNN: <https://edition.cnn.com/>

#### 5. PROFESSORS' INFORMATION

You can consult the e-mail addresses of the professors and the academic and professional profile of the teaching staff at <https://www.nebrija.com/carreras-universitarias/grado-en-lenguas-modernas/#masInfo#profesores>