

COURSE SYLLABUS

Information on Course	
Name	ENGLISH FOR PROFESSIONAL PURPOSES (Advanced Level)
Degree	Bachelor's Degree in Law and International Relations (E-5)
Academic year	5 th
Term	1 st term
ECTS Credits	6
Department	Instituto de Idiomas Modernos (Institute of Modern Languages)
Area	Foreign languages
Professor	Karen Simpson

Teaching staff	
Professor	Karen Simpson
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Office Hours	By appointment

COURSE DESCRIPTION

Pre-requisites
Being registered in the 5 th year of the degree. The minimum level established to be able to take this course satisfactorily is a high-intermediate level of English, equivalent to a B2 level from the Common European Framework of Reference for Languages .
Contribution to the Professional Profile of the Degree
In an increasingly international world, English is an essential tool for any professional who wants to work, whether it is in a law firm, for the government, or in a national or multinational company or organization. Given that this subject is taught in the 5 th and last year of the degree, its orientation is highly practical. Focused on a career in the legal profession in an international setting, the aim is to enable the student to present information of a legal and political nature to small groups in English. It complements <u>English I</u> and <u>English II</u> , subjects which were taken in the first and second year, emphasizing the legal notions and concepts that the students have acquired through their study of the law and providing them with the necessary skills and linguistic tools to be able to work in a legal or international context in English.

ACADEMIC SKILLS

Generic Skills

CGI 07 Communication in a foreign language in a professional context.

TOPICS AND CONTENT

Content – Topics

The principal skills to be developed are oral and written comprehension and production in English. This course aims to expand on student's knowledge of Common Law and International Relations and improve their communication skills, especially in the legal English area.

When they complete the subject, the students will be able to:

- understand and interpret a wide range of written academic language.
- write a coherent and concise text
- provide information about themselves, their studies and their work experience
- differentiate between different types of register and be able to adapt their register to the situation or task
- recognize and use the lexical, syntactic, and stylistic structures that characterize academic discourse.
- simplify formal academic English in written academic articles in order to explain them orally

BIBLIOGRAPHY & RESOURCES

Academic articles related to Law and International Relations to be specified by instructor.
Handouts related to academic vocabulary, error correction, register and cohesive devices.
Handouts related to CV and cover letter writing.

TEACHING METHODOLOGY

General Methodology of the Course

In-class methodology. Participation in class and at least 70% attendance is required.

The course aims to be largely practical and mainly student-centered, in order to encourage students to become autonomous learners and to play active role in their own learning process, which will help them develop the communication skills they will need to communicate in English in their professional future.

In order to practice the language orally and carry out the group work that will be assigned throughout the course, class attendance is essential. Students will develop their oral skills by carrying out different communicative tasks related to the topics being studied in the course manual as well as any supplementary materials that will be handed out during the

course will be available on Moodle. The course is taught entirely in English and students will be expected to communicate in English at all times.

To achieve the course objectives and acquire the skills that have been specified, each course unit will include the following methodology:

- **Lectures:** the teacher will introduce the topic of the unit; explain course content, as well as linguistic aspects such as grammar or vocabulary.
- **Oral evaluation:** Each student will be evaluated on his/her performance during the presentations. Evaluation will be based on understanding of the area of law or politics, organization as well as structure and clarity of the information provided.
- **Written evaluation:** Drawing up a CV and cover letter, summaries of academic articles, paragraph and essay writing.
- **Final exam:** The students will be given a final exam, which will evaluate all the material covered during the course.

Outside classwork and assignments

Independent study:

Along with the learning activities done in class, homework is essential in order to consolidate both general and specific skills to be acquired.

- a) **Individual written homework.** Students will be expected to do the exercises and activities assigned for homework. In some case, work assigned will be picked up and checked. The objective of these homework assignments is to provide students with further practice and to consolidate the course content, including vocabulary and structures seen in class.
- b) **Individual reading-** Reading of texts assigned to develop reading skills.

EVALUATION AND ASSESSMENT CRITERIA

Assessment Activities	Skills	Indicators	Weight of assessment
All activities which appear below are aimed to develop different aspects of the CGI 07- Knowledge of a Foreign Language criteria			
written assessments	Knowledge of a foreign language	<ul style="list-style-type: none"> ❖ Presentation and structure: paragraphs, introduction and conclusion ❖ Quality of the information ❖ Correct use of language (grammar, syntax, and spelling) ❖ Correct use of lexical language and clear expressions ❖ Capacity to organize and relate ideas using cohesive devices, complex sentences, and subordinate structures ❖ Use of appropriate register for a professional context 	25%
oral assessments & active class participation		<ul style="list-style-type: none"> ❖ Active participation in class ❖ Quality of information presented and correct use of legal language and expressions ❖ Appropriate language for a professional interview ❖ Use of expressions learned in class ❖ Understanding and summarizing law practice areas ❖ Correct use of language (grammar and syntax) 	25%
Final Exam		<ul style="list-style-type: none"> ❖ Mastering the global concepts ❖ Correct use of language (grammar, syntax, and spelling) ❖ Understanding the lexical terms ❖ Capacity to express oneself clearly ❖ Appropriately using register and Reading comprehension 	50%

ASSESSMENT

Attendance

According to Article 93 of the General Academic Norms of the *Universidad Pontificia de Comillas*, students are required to attend class. Students who miss more than a third of the class sessions, or a smaller number if so established in the academic norms of the Faculty or School, may not be allowed to take the final exam during the first exam sitting at the end of the academic year.

Evaluation

Fifty percent of the final grade is based on continuous assessment, which reflects the student's performance during the course. This continuous assessment mark, as its name clearly indicates, corresponds to the work done throughout the semester and the student will not be able to make up this work on the day of the exam, nor subsequently. Any assignment, exercise or quiz not done or not submitted on the date established will be marked down as a 0. If a student knows he/she is going to be absent, he/she has to personally notify the teacher **before, not after** the activity. Upon his return, the student will have to present an official note excusing his absence issued by his school or faculty, which is responsible for informing the teacher if the absence is justified and how long the student will be absent. The remaining **50%** of the mark will be based on a final exam.

In order to pass the subject at the end of the first assessment period, the student must obtain a minimum mark of 5 (50/100) in the following two parts that constitute the final mark:

- the continuous assessment based on the activities carried out throughout the course (individual work/written work/oral work/ quizzes) with a minimum mark of 5/10
- final exam 5/10

If a student fails to meet the above criteria, his or her maximum official overall mark for the course will be a 4.0 and he/she will have to do a second re-sit. During this re-sit, the student will have to write a final exam if he/she failed the previous one. The grade for the continuous assessment will be maintained if he/she passed. If the student fails the continuous evaluation, he/she will have to do a series of written and oral exercises to show he/she has acquired the skills learned in class. The student must get in touch with his/her teacher in advance to know what to prepare for the day of the exam.

If the student fails to pass the exam at the second exam sitting, he/she will have to do an exam on all the subject matter and no grades will be kept from the previous year.