

# **Learning handbook**

## **General English**

Year: 2018/19

Code: 9956001401

Coordinating professor : Yolanda Powley

Degree program: Bachelor's Degree in Architecture

School: Architecture, Design and Engineering

Languages: English

*The mission of Universidad Europea de Madrid is to offer its students a holistic education, helping them become leaders and professionals capable of responding effectively to the needs of today's global world, adding value within their career fields, and contributing to social advancement through their entrepreneurial spirit and ethical integrity. We also strive to create and transfer knowledge through applied research, thus making our own contribution to progress and putting ourselves at the forefront of intellectual, scientific, and technological development.*



## Contents

|  |                                      |
|--|--------------------------------------|
| 1. Course/module basic information.....                                    | 4                                    |
| 2. Course/module introduction.....   | 4                                    |
| 3. Competencies and learning outcomes .....                                | 4                                    |
| 4. Monitoring and assessment .....   | 10                                   |
| 4.1. First exam period .....   | 11                                   |
| 4.2. Second exam period .....  | 11                                   |
| 5. Bibliography.....   | 12                                   |
| 6. How to communicate with your professor .....                            | 12                                   |
| 7. Study recommendations .....   | 13                                   |
| Study annexes with detailed information on the <i>Campus Virtual</i> ..... | <b>!Error! Marcador no definido.</b> |

## 1. Course/module basic information

|                   |                             |
|-------------------|-----------------------------|
| <b>ECTS</b>       | 6 standard ECTS (150 hours) |
| <b>Type</b>       | Basic                       |
| <b>Language/s</b> | English                     |
| <b>Modality</b>   | Face-to-face                |
| <b>Semester</b>   | Semester 1                  |

## 2. Course/module introduction

English Language (6 ECTS) is one of the four cross-curricular subjects in this degree. The study of the English language will be present throughout all the learning process, the study of the literature not being limited to the Spanish language. Apart from the lectures in English, software, conferences, presentations and bibliography in the English language will also be used for that purpose.

The objective of this module is to develop communicative competence in the foreign language equivalent to level B2.2 of the Common European Framework of Reference for Languages.

The course is designed to provide future graduates with knowledge and skills that will allow them to communicate in the foreign language and to interact with their peers in professional situations.

## 3. Competencies and learning outcomes

---

### 3.1. Core competencies.

---

- ⇒ CC1: Students must demonstrate a deep knowledge and understanding of a field of study that is based on secondary education and that, whilst supported by advanced textbooks, involves acquaintance with the vanguard of their area of study.
- ⇒ CC2: Students must apply their knowledge to their work and vocation in a professional way and must demonstrate their skills in sustaining arguments and solving problems within their field of study.
- ⇒ CC3: Students must be able to gather data, usually within their field of study, interpret it and make judgments and considerations on relevant social, scientific or ethical issues.
- ⇒ CC4: Students must be able to convey information, together with ideas, problems and solutions to a specialized or non-specialized audience.

- ⇒ CC5: Students must have developed the necessary learning skills so as to undertake subsequent studies with autonomy.

---

### **3.2. General competencies.**

---

CG1: students must develop a knowledge of the history and theories of Architecture, as well as the arts, technologies and human sciences related to it.

CG7: students must understand not only the relationship between people and buildings, and of these and their environment, but also that of the buildings and the spaces between them, depending on the needs and on human scale.

---

### **3.2. Cross-curricular competencies.**

---

- ⇒ CS2: Self-confidence: The ability to assess our own results, performance and capabilities with the inner conviction that we are capable of meeting the demands of a task or challenge.
- ⇒ CS4: Analysis and synthesis skills: Being able to break down complex situations into their constituent parts, and also to assess other alternatives and approaches in order to find the best solutions. Synthesis seeks to reduce complexity in order to facilitate understanding and/or problem solving.
- ⇒ CS5: Capacity to apply knowledge: Being able to use knowledge acquired in academic contexts in situations that resemble as closely as possible the reality of the chosen future profession.
- ⇒ CS6: Oral and written communication skills: The ability to transmit and receive information, ideas, opinions and attitudes for the purposes of comprehension and action, oral communication involving speech and gestures, and written communication writing and/or graphics.
- ⇒ CS7: Ethical values: The ability to think and act according to universal principles based on individual worth and full development of the human personality, and which entails a commitment to certain social values.

---

### **3.4. Specific competencies of the subject.**

---

- SCS1: Listening comprehension in English.
- SCS 2: Speaking in English.
- SCS 3: Written comprehension in English.
- SCS 4: Writing in English.
- SCS 5: Analysis of short texts from the literature.
- SCS 6: Presentations in English.
- SCS 7: Teamwork.
- SCS 8: Critical thinking.

**LEARNING OUTCOMES:**

- LO1: to understand spoken communication in English both from recorded and live sources, i.e. dialogues, talks, instructions, current affairs, personal issues when communication is clear and to too fast.
- LO2: to start and maintain conversations about familiar topics or expressing feelings.
- LO3: to ask and follow directions.
- LO4: to generally understand television and radio programs.
- LO5: to read and understand short articles in newspapers and magazines dealing both with familiar issues and specific technical vocabulary from the field of architecture.
- LO6: to understand and analyse short literary text about familiar topics.
- LO7: to produce short texts expressing personal opinions.
- LO8: to write personal letters talking about common experiences and events.
- LO9: to fill in simple forms or answer adverts asking for additional information.
- LO10: to make multimedia presentations in English about personal topics.
- LO11: to understand and write different kinds of curriculum vitae.
- LO12: to search for information in the internet (Web Quest) and cite correctly.

In the table below you can find the relationship between the competences that are developed throughout the course and the desired learning outcomes:

| Competencies                              | Learning outcomes  |
|---|--|
| CC1, GC1, GC7, CCC2, CCC4, SC1            | LO1: to understand spoken communication in English both from recorded and live sources, i.e. dialogues, talks, instructions, current affairs, personal issues when communication is clear and to too fast. |
| CC1, CC2, CC4, GC1, CCC2, CCC4, CCC5, SC2 | LO2: to start and maintain conversations about familiar topics or expressing feelings.   |
| CC1, CC3, GC7, CCC4, CCC5, SC1, SC3       | LO3: to ask and follow directions.   |
| CC1, GC1, GC7, CCC2, CCC4, SC1            | LO4: to generally understand television and radio programs.  |
| CC2, CC3, CC5, GC1, CCC4, SC3, SC5        | LO5: to read and understand short articles in newspapers and magazines dealing both with familiar issues and specific technical vocabulary from the field of architecture.                                 |

|   |   |
|---|---|
|   |   |
| CC1, CC3, CC5, GC1, CCC4, SC3, SC5                            | LO6: to understand and analyse short literary text about familiar topics.         |
| CC1, CC3, CC5, GC1, CCC4, SC4                                 | LO7: to produce short texts expressing personal opinions.                         |
| CC1, CC3, CC5, GC1, CCC4, SC4                                 | LO8: to write personal letters talking about common experiences and events.       |
| CC3, CC4, CCC4, SC4, SC5                                      | LO9: to fill in simple forms or answer adverts asking for additional information. |
| CC2, CC3, CC4, GC1, GC7, CCC2, CCC4, CCC7, SC2, SC4, SC6, SC7 | LO10: to make multimedia presentations in English about personal topics.          |
| CC1, CC3, CC5, GC1, CCC4, SC3, SC4                            | LO11: to understand and write different kinds of curriculum vitae.                |
| CC2, CC3, CCC4, SC4   | LO12: to search for information in the internet (Web Quest) and cite correctly.   |

The following table shows how the different types of activities are distributed and how many hours are assigned to each type:

| Type of educational activity                                | Number of hours |
|---|-----------------|
| Guided work, practical exercises and problem-solving tasks. | 75 h            |
| Group work.   | 25 h            |
| Autonomous work.  | 25 h            |
| Tutorials, academic follow-up and assessment.               | 25 h            |
| <b>TOTAL</b>  | <b>150 h</b>    |

To develop the competencies and achieve the learning outcomes, you will have to complete the activities indicated in the table below:

| Learning outcomes                          | Learning activity | Type of activity   | Content  |
|--|-------------------|--|--|
| LO1, LO3, LO4, LO5, LO6, LO7.              | Activity 1        | Guided work, practical exercises and problem-solving tasks. Autonomous work. Tutorials, academic follow-up and assessment.             | UA 1 / Topic 1. Introduction. History of Architecture/ Design. Achievements.   |
| LO1, LO2, LO3, LO5, LO6, LO11.             | Activity 2        | Guided work, practical exercises and problem-solving tasks. Group work. Tutorials, academic follow-up and assessment.                  | UA 2 / Topic 2. Qualities of an architect/ designer. Professions.  |
| LO3, LO4, LO5, LO6, LO7, LO10, LO11, LO12. | Activity 3        | Guided work, practical exercises and problem-solving tasks. Group work. Autonomous work. Tutorials, academic follow-up and assessment. | UA 3 / Topic 3. The design process.  |
| LO3, LO6, LO8, LO9, LO10, LO12.            | Activity 4        | Guided work, practical exercises and problem-solving tasks. Group work. Autonomous work. Tutorials, academic follow-up and assessment. | UA4/ Topic 4. Specific topics and concepts:<br><br>Architecture: scaling and sketching, perspective and orientation, site survey and analysis, design factors, construction.<br><br>Design: principles, materials, fields (interior design, product design, graphic design, fashion design). |
| LO1, LO2, LO3, LO4, LO7, LO8, LO10, LO12.  | Activity 5        | Guided work, practical exercises and problem-  | UA5/ Topic 5. Sustainability.  |



|  |            |   |                              |
|--|------------|---|------------------------------|
|  |            | solving tasks.<br>Group work.<br>Tutorials, academic follow-up and assessment.  |                              |
| LO1, LO2, LO3, LO4, LO10, LO12.                                | Activity 6 | Guided work, practical exercises and problem-solving tasks.<br>Group work.<br>Autonomous work.<br>Tutorials, academic follow-up and assessment. | UA6/ Topic 6. Art and media. |
| LO1, LO2, LO3, LO4, LO5, LO6, LO7, LO8, LO9, LO10, LO11, LO12. | Activity 8 | Final exam.   | UA7/ Topics 1,2,3,4,5,6.     |

When you access the course on the *Campus Virtual*, you'll find a description of the activities you have to complete, as well as the deadline and assessment procedure for each one.

#### **CONTENTS:**

Each of the above learning units will cover the following **contents**:

- Vocabulary dealing with topics of general interest or current affairs and/or related to technical studies in the fields of Architecture and Design.
- Communication and grammar structures in English.
- Recordings related to topics of general interest or current affairs and/or to technical studies in the fields of Architecture and Design.
- The key to successful multimedia presentations in English.
- Oral and written communication in English.

## 4. Monitoring and assessment

The following table shows the assessable activities, their respective assessment criteria, and the weight each activity carries towards the final course grade.

| Assessable activity | Assessment criteria   | Weight (%) |
|---------------------|---|------------|
| Activity 1          | <ul style="list-style-type: none"> <li>• Can organize ideas clearly and coherently.</li> <li>• Can understand oral and written texts related to the field.</li> <li>• Can analyze information and provide justified argumentation.</li> <li>• Can analyze and synthesize scientific material related to the area of study.</li> <li>• Knows the vocabulary and grammar necessary for effective communication in the field.</li> </ul>   | 10%        |
| Activity 2          | <ul style="list-style-type: none"> <li>• Can organize ideas clearly and coherently.</li> <li>• Can ask questions correctly, compiling the information needed adequately.</li> <li>• Can provide instructions clearly and concisely.</li> <li>• Can correctly apply theoretical knowledge on the subject and participate in group decision making.</li> <li>• Can demonstrate communicative competence in role-plays/simulations of interactions typical of the area of specialization.</li> </ul> | 10%        |
| Activity 3          | <ul style="list-style-type: none"> <li>• Can analyze information and provide justified argumentation.</li> <li>• Knows the vocabulary and grammar necessary for effective communication in the field.</li> <li>• Can identify, understand and explain specialized terminology and concepts.</li> <li>• Can correctly apply theoretical knowledge on the subject and participate in group decision making.</li> </ul>  | 10%        |
| Activity 4          | <ul style="list-style-type: none"> <li>• Knows the vocabulary and grammar necessary for effective communication in the field.</li> <li>• Can identify, understand and explain specialized terminology and concepts.</li> <li>• Can correctly apply theoretical knowledge on the subject and participate in group decision making.</li> <li>• Can analyze and synthesize scientific material related to the area of study.</li> </ul>  | 10%        |
| Activity 5          | <ul style="list-style-type: none"> <li>• Can organize ideas clearly and coherently.</li> <li>• Can compile information and cite references adequately.</li> <li>• Knows the vocabulary and grammar necessary for effective communication in the field.</li> <li>• Can present concepts clearly both orally and in writing.</li> <li>• Can identify, understand and explain specialized terminology</li> </ul>   | 10%        |

|            |   |     |
|------------|---|-----|
|            | <ul style="list-style-type: none"> <li>and concepts.</li> <li>• Can correctly apply theoretical knowledge on the subject and participate in group decision making.</li> </ul>   |     |
| Activity 6 | <ul style="list-style-type: none"> <li>• Can understand oral and written texts related to the area.</li> <li>• Knows the vocabulary and grammar necessary for effective communication in the field.</li> <li>• Can present concepts clearly both orally and in writing.</li> <li>• Can identify, understand and explain specialized terminology and concepts.</li> <li>• Can correctly apply theoretical knowledge on the subject and participate in group decision making.</li> <li>• Can demonstrate communicative competence in role-plays/simulations of interactions typical of the area of specialization.</li> </ul> | 10% |
| Activity 7 | <ul style="list-style-type: none"> <li>• Can answer the questions in the exam correctly.</li> </ul>   | 40% |

When you access the course on the *Campus Virtual*, you'll find a description of the activities you have to complete, as well as the deadline and assessment procedure for each one.

#### **4.1. First exam period**

In order to pass the subject during the first exam period, you should obtain a grade superior or equal to 5 out of 10 as the final grade, taking into account that:

The final test will account for 40% of the final grade. It is obligatory to pass the final test with a grade superior or equal to 4.

Regarding the rest of activities, which include case analysis, problem solving, projects, reports and text writing and oral presentations, will account for 60% of the final grade. It is necessary to obtain a grade of 4 or higher in the final test in order in order for the grades from said activities to be taken into account for your final grade.

Attendance: you must attend at least 75% of the on-site classes and participate actively in the activities, debates and presentations.

#### **4.2. Second exam period**

In order to pass the subject during the second exam period, you should obtain a grade superior or equal to 5 out of 10 as the final grade, taking into account that:

The final test will account for 40% of the final grade. It is obligatory to pass the final test with a grade superior or equal to 4.

Regarding the rest of activities, which include case analysis, problem solving, projects, reports and text writing and oral presentations, will account for 60% of the final grade. It is necessary to obtain a grade of 4 or higher in the final test in order for the grades from said activities to be taken into account for your final grade.

## **5. Bibliography**

Here is the recommended bibliography:

- EVANS Virginia, DOOLEY Jenny, COOK Dave. (2015) *Career Paths, Architecture*. UK: Express Publishing.
- DOFF Adrian, THAINE Craig, PUCHTA Herbert, STRANKS Jeff, LEWIS-JONES Peter. (2016) *Empower B2*. UK: Cambridge University Press.
- NORRIS Roy. (2015) *Ready for First* (3<sup>rd</sup> Edition). UK: Macmillan.

## **6. How to communicate with your professor**

Whenever you have a question about the content or activities, don't forget to post it to your course forum so that your classmates can read it. You might not be the only one with the same question!

If you have a question that you only want to ask your professor, you can send him/her a private message from the *Campus Virtual*. And if you need to discuss something in more detail, you can arrange an advisory session with your professor.

It's a good idea to check the course forum on a regular basis and read the messages posted by your classmates and professors, as this can be another way to learn.

## **7. Study recommendations**

When you study at university, you need to plan and be consistent from the first week. It's very useful to exchange experiences and opinions with professors and other students, as this will help you develop core competencies such as flexibility, negotiating skills, teamwork, and, of course, critical thinking.

To help you, we recommend using a general method of study based on the following points:

- Study systematically and at a steady pace.
- Attend class and regularly check the course forum on the *Campus Virtual* so that you keep up to date with what's happening.
- Participate actively in the course by sharing your opinions, doubts and experiences relating to the topics covered and/or suggesting new topics of interest for discussion.
- Read the messages posted by your classmates and/or professors.

Active participation in physical and virtual classroom activities is of special interest and academic value. You can participate in many different ways: asking questions, giving your opinion, doing all the activities your professor suggests, taking part in collaborative activities, helping your classmates, etc. This way of working requires effort, but it will help you get better results as you develop your competencies.