

MODULE SPECIFICATION PROFORMA



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Module Title: English for Professional Purposes Advanced Level	Level: 4	Credit Value: 20
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Module code: LAN415	Cost Centre: GASL	JACS3 code: Q330
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Trimesters in which to be offered: 1, 2, 3	With effect from: April 2010
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Office use only: To be completed by AQSU:	Date approved: Date revised: September 2015 Version no:
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Existing/ New :	Title of module being replaced (if any): N/A
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Originating Academic Business Division:	Business/Language Centre	Module Leader: Dr. Leila Luukko-Vinchenzo
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Module duration (total hours): 200	Status: elective/option
Scheduled learning & teaching hours: 40	
Independent study hours: 160	

Programme(s) in which to be offered: Institution wide and community based; To be submitted to Language Centre's assessment board	Pre-requisites per programme (between levels): N/A
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Module Aims:

The aim of this module is to enable students to communicate quickly and effectively in the target language English, with particular attention to written communication. The main focus for the module is extensive practice of linguistic skills, further improved sensitivity to socio-cultural issues, and consideration of *form vs function* in a range of workplace situations. This module is intended for those who have reached B2 in the CEFR. At the end of this module, students will have reached C1 in the CEFR. They will have covered all main aspects of English grammar. On completion of this module, they should be able to communicate at a near-native speaker level in most work and social situations. They will be able to produce and understand complex extended speech and written text of general nature without much reference to source language, and with a competence and efficiency almost comparable to that of a native speaker in standard English.

Intended Learning Outcomes:

At the end of this module, students will be able to ...

1. Understand all tenses; understand the main spoken Englishes with little difficulty, and including some dialectal usage of British English; display highly developed cultural knowledge and awareness above all of Great Britain, with particular attention to a range of workplace situations.
2. Use all tenses; be able to communicate confidently in both speaking and writing; reflect multi-cultural sensitivity in today's Great Britain, with particular attention to a range of professional situations.
3. Display proficiency in a large variety of registers both in writing and speaking, including language of workplace.
4. Write accurately and with particular attention to the text type, also paying attention to punctuation, formatting/editing and proof reading; display near-native speaker proficiency in the usage of linguistic structures and vocabulary in everyday and common professional situations.

Key skills for employability

1. Communicate at proficiency level in English, both orally and in writing; in everyday contexts, and in common social and workplace contexts
2. Contribute effectively and independently during group activities at C1 level; exercise highly developed negotiation and persuasion skills using English; optimise organisational skills; agree ground rules and goals; plan actions and allocate tasks independently
3. Apply creative thinking approaches spontaneously in a wide range of situations using English at C1 level
4. Use ICT independently and effectively to gain knowledge and information in intercultural contexts
5. Listen for, interpret, process and summarise information in English at C1 level
6. Find, process and produce information in English at C1 level
7. Communicate in English at C1 level and adapt to changing cultural contexts
8. Exercise highly developed skills in personal qualities and attributes - adaptability, independence and confidence, working with and relating to others
9. Show acute awareness of own learning styles, personal preferences and needs, and barriers to learning
10. Understand and use numbers in English at C1 level

Assessment:

The indicative assessment comprises the tasks as listed below with one integrated mark being submitted for assessment. Weightings identified are for indicative purposes only.

- conversation skills in English: presentation and free discussion – 10 minutes in total (30%)
- writing skills: a text (300 words), e.g. a story or a report (30%)
- reading skills: read and understand an authentic text, answer questions in English (20%)
- listening skills: listen to extended passages of audio material, answer questions about the material in English (20%)

All material used will be within the aims of the module and the Can-Do statements for C1 of CEFR

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting	Duration (if exam)	Word count (or equivalent if appropriate)
One	1,2,3,4	In-class test	100%	No more than 3 hours in total	

Learning and Teaching Strategies:

The module will be delivered mainly through tutor-led weekly formal classes. Language learning resources including audio and visual materials and other appropriate materials will be available for private study. Classes will be scheduled so as to ensure opportunities for the intensive study and practice of language skills. Sufficient emphasis will be placed on paired and small-group work in order to develop communicative skills. Students will follow a course book and a range of authentic resources with backup material on Moodle. Students will complete regular written exercises to consolidate learning.

Syllabus outline:

1. A wide selection of lexical, syntactical, morphological, semantical and phonetic aspects of English appropriate to the level of the module e.g. using non-frequent prepositional phrases and question tags correctly, awareness of *form vs. function*, word order in complex sentences, participating in everyday social and workplace communication
2. Understanding native speakers in situations similar to those listed above
3. Spoken and written communication in English, with particular attention to written language in workplace situations and appropriate to the level of the module.
4. Enhanced sensitivity to cultural issues in today's multicultural society
5. Listening for understanding in common and complex social and workplace situations without referring to source language
6. Highly developed writing skills, including editing and punctuation.
7. Understand and produce a wide range of relevant spoken and written texts, with complex syntax and a wide range of vocabulary.

Bibliography:

Essential resources:

CUNNINGHAM, G./BELL, J./CLEMENTSON, T./TIMS, N. (2013) *face2face Advanced Student's Book*. 2nd ed. CUP

TIMS, N./CUNNINGHAM, G./BELL, J./REDSTON, C. (2013) *face2face Advanced Workbook with Key*. 2nd ed. CUP

Other indicative resources:

HEWINGS, M. (2013) *Advanced Grammar in Use*. 3rd ed. CUP

SEELY, J. (2013) *Oxford A-Z of Grammar and Punctuation*. Revised ed. OUP

Oxford or Collins English-English (Concise) Dictionary, newest edition

Newspapers, magazines, TV programmes etc. (any authentic language material as appropriate to the students' needs)

Appropriate additional materials will be prepared and made available to students on Moodle, including linguistic exercises, comprehension exercises and other stimulus material. Students will be directed to online resources where appropriate in order to facilitate independent learning.