

MODELO DE GUÍA DOCENTE PARA UNA ASIGNATURA

1. DATOS GENERALES DE LA ASIGNATURA	
ASIGNATURA: INGLÉS PARA TURISMO	CÓDIGO: 65026
CENTRO: FACULTAD DE LETRAS	GRADO: FILOLOGÍA INGLESA
TIPOLOGÍA: OPTATIVA	CRÉDITOS ECTS:
CURSO: 4º	SEMESTRE: PRIMERO
LENGUA EN QUE SE IMPARTIRÁ: INGLÉS	USO DOCENTE DE OTRAS LENGUAS:
PROFESORADO QUE LA IMPARTE	
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DEPARTAMENTO: FILOLOGÍA MODERNA	DESPACHO: 211
HORARIO DE TUTORÍA: LUNES Y MARTES: 15:00-18:00	

2. REQUISITOS PREVIOS
<p>PREREQUISITE FOR THIS COURSE:</p> <ul style="list-style-type: none"> · It is strongly recommended to have an upper intermediate level (B2) according to the Council of Europe's Common European Framework of Reference for Languages.

3. JUSTIFICACIÓN EN EL PLAN DE ESTUDIOS, RELACIÓN CON OTRAS ASIGNATURAS Y CON LA PROFESIÓN

- Particular emphasis is placed on realistic and integrated communication tasks which give students the opportunity to build confidence and consolidate knowledge acquired in English language.
- Students should learn how to use the online tools that help them to improve their knowledge on the specific language.
- To help students become effective learners and take on responsibility for their own progress.

4. COMPETENCIAS DE LA TITULACIÓN QUE LA ASIGNATURA CONTRIBUYE A ALCANZAR

(consultar Proyecto de Título)

COMPETENCES:

- The methodology implied in the construction of the four units is communicative in the sense that it requires active participation in class practice.
- Students are expected to prepare presentations (either individual as well as in groups) on the topic they have chosen. Power-point will be required, apart from handing in the overall paper.
- Students have to produce a CD-ROM on the Spanish tourism resources. This CD-ROM will be a work in pairs, and should be presented in class

5. OBJETIVOS O RESULTADOS ESPERADOS

AIMS OF THE COURSE:

- The main objective of English for Tourism Management is to prepare undergraduate students for challenging careers in the tourism industry, to conduct applied research that impacts the tourism industry on a global level, and to provide professional and community service that promotes the economic development of Spain and throughout the world.
- The key language and communication skills are developed through a wide range of tasks which closely reflect the user's world of work. Therefore, the course develops grammatical accuracy, pronunciation,

the last day of the course. The CD-ROM should be handed in to the teacher on that day.

- It is required a general debate after each presentation.
- Students should be able to write any kind of professional letter, fill in forms or e-mails.

fluency, students' vocabulary, listening and reading comprehension, and writing ability.

6. TEMARIO / CONTENIDOS

CONTENTS:

UNIT 1:

Setting: Travel Agencies and Tour Operators

Language Functions: Communicating by Phone
Asking Questions and Confirming Information

Language Focus: Useful Expressions when Making a Phone Call
Compound Nouns

Language Activities: Structuring a Talk
Giving Answers to Hypothetical Situations

Reading: Weddings and Honeymoons
Bells Ring and Confetti Rains

Writing: Letter-writing Format
Completing a Fax

Listening: The Type of Holiday Italians Prefer
Telephone Calls
A Holiday Booking

Speaking: Making a Holiday Booking by Telephone

Oral Interactions: Telephone Skills

Vocabulary: Phrasal Verbs Used in Phone Calls
Compound of Adjectives with Numbers

Pronunciation: Stress Patterns in Words of two or more Syllables

Numerical Skills: Numbers, Cardinal and Ordinals
Fractions and Decimals

UNIT 2:

Setting: A Career in Tourism

Language Functions: Negotiating

Language Focus: Simple/Continuous Verb Forms

Language Activities: Making Suggestions and Giving Information

Reading: On a Tour of Duty

Writing: Enquiry Letter
Reply to the Enquiry Letter
Describing a Career

Listening: Work Experience

Speaking: Planning a Meeting
Strategies
Identifying Courtesy Forms

Oral Interactions: Negotiating an Agreement

Vocabulary: Job Titles and Job Terms
Negotiations

Pronunciation: Past Verb Forms with –ed
Reading figures aloud

Numerical Skills: Figures

UNIT 3:

Setting: Trends in Tourism

Language Functions: Describing Professional Profiles

Language Focus: Past Simple/ Present Perfect

Language Activities: Using Expressions when Describing

Reading: When the Heat is on

Writing: Writing a Covering Letter and a C.V

Listening: Development of Tourism in the Czech Republic

Speaking: Describing Museum Exhibitions and Monuments
Giving a Guided Tour

Oral Interactions: Taking Turns to Be Tour Guides and Tourists

Vocabulary: Financial Expressions

Pronunciation: The schwa sound

Numerical Skills: Statistics

UNIT 4:

Setting: Where People Go

Language Functions: Giving Advice

Language Focus: Advertising Literature

Language Activities: Identifying and Proposing Areas of Discussion

Reading: Selling Techniques

Writing: Different Types of Letters

Listening: The Sales Conversation

Speaking: Choosing Jobs and Listing the Activities they Involve

Oral Interactions: Job Interviews

Vocabulary: Payment Procedures

Pronunciation: Word Boundaries

Numerical Skills: Mathematical Operations

7. ACTIVIDADES O BLOQUES DE ACTIVIDAD Y METODOLOGÍA (Las que tengan un peso en la evaluación se relacionarán con los apartados 8 y 9)	8. CRITERIOS DE EVALUACIÓN	9. VALORACIONES (Sobre el total de la asignatura)
<p>ACTIVITIES:</p> <p>7.1. In class Activities:</p> <ul style="list-style-type: none"> - Lectures: presentation and analysis of topics and units. - Practical commentaries: discussion of specific questions and problems related to professional readings. <p>7. 2. Teacher Guided Tasks:</p> <ul style="list-style-type: none"> - Advise concerning professional written and oral presentations. - Problem-solving sessions related to both the contents and the evaluation process. <p>7.3. Individual Students' Work:</p> <ul style="list-style-type: none"> - Students are required to read the texts before in-class lectures. Please, remember that this is a requisite, not a 	<p>EVALUATION.</p> <p>Participation</p> <ul style="list-style-type: none"> - Students participation is both essential and compulsory. As much of this class is discussion and workshop oriented, presence, careful preparation, and active participation are crucial to success. - Students should come to class prepared ready to contribute to class discussion, listen attentively and critically to others' comments and questions, respond to others' views, and generally conduct themselves in a professional manner. - Students are expected to take their work very seriously, preparing for each class by carefully reading each assignment. 	<p>ASSESMENT:</p> <p>In Class Activities: 25: %.</p> <p>Guided Tasks: 50%</p> <p>Attendance: 25%</p>

<p>suggestion, since class participation accounts for a part of the final mark.</p> <ul style="list-style-type: none">- Students should also discuss the texts among them, especially before making presentations. They are also encouraged to use both reference materials (whether in paper or multimedia) and some basic bibliography.	<p>Plagiarism and Academic Honesty</p> <ul style="list-style-type: none">- All work students turn in for this class must be their own original work, with all outside reference sources properly cited and acknowledged.	
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10. SECUENCIA DE TRABAJO, CALENDARIO, HITOS IMPORTANTES E INVERSIÓN TEMPORAL

SECUENCIA TEMÁTICA Y DE ACTIVIDADES (ordinarias y de evaluación)			PERÍODOS TEMPORALES APROXIMADOS O FECHAS	INVERSIÓN APROXIMADA DE TIEMPO DE TRABAJO DEL ESTUDIANTE
			Reports	
Themes 4	Theory and practice	YES	September - December	50
Professional letter, fill in forms or e-mails.	Theory and practice	YES	September – December	3
Presentations		YES	From November	20
				Total number of hours: 69

11. BIBLIOGRAFÍA, RECURSOS

The set materials include a prescribed textbook and a set reference book, and a wide range of supplementary materials, both printed and recorded.

Basic Bibliography

Textbook: Miriam Jacob & Peter Strutt (1997). *English for International Tourism*. Longman.

A) On Reserve

A Student's Introduction to English Grammar. (2005). Rodney Huddleston and Geoffrey Pullum. Cambridge: Cambridge University Press.

English Idioms in Use. Michael McCarthy and Felicity O'Dell. Cambridge: Cambridge University Press.

English Phrasal Verbs in Use. (Intermediate). Michael McCarthy and Felicity O'Dell. Cambridge: Cambridge University Press.

English Pronunciation in Use. (Intermediate). Mark Hancock. Cambridge: Cambridge University Press.

Oxford Practice Grammar. John Eastwood. Oxford: Oxford University Press.

Practical English Use. Michael Swam. Oxford: Oxford University Press.

B) Recommended Dictionaries:

Alcaraz, E, M. Aleson, et al (2000). *Diccionario de términos de turismo y de ocio: Inglés –Español; Spanish-English*. Barcelona: Ariel. ISBN: 84-344-0518-0.

Cambridge Advanced Learner's Dictionary (with CD). Cambridge: Cambridge University Press.

Jones, D. (1967). *Cambridge English Pronunciation Dictionary*. (with CD). Seven Edition.

Oxford Advanced Learner's Dictionary (with CD). Oxford: Oxford University Press.

Online dictionary: <http://www.wordreference.com>

C) Using the internet :

There are a number of pages students should visit during the course. Part of the homework (i.e. presentations) will involve looking for reading they would do on the pages and linked Websites. Reading will be required of everybody, but they would depend on the work to be presented at class. So, students will be allowed to make choices. The teacher will be glad to help students use Netscape if they have never done so.