

TEACHING GUIDE

MODERN LANGUAGE

ACADEMIC YEAR 2023-24

I.-Subject Identification	
Type	BASIC TRAINING
Teaching period	2nd year, 1 semester
Nº of credits	6
Language in wich the subject is taught	English

II.-Presentation
<p>The main objective of the course "Modern Language" (English, French, German or Italian) is to provide undergraduate students with the necessary preparation to pass an official exam in the language of their choice. In this regard, in order to pass the course, students have to take and pass the official exam established for each language (TOEIC-English, TFI-French, CILS Italian and Zertifikat Deutschland). The results of the official exam will be equated with their corresponding university grades. In order to take the official examination, students must meet the requirements set out in the Evaluation section of this document.</p>

III.-Competences
Generic competences
CG03. Ability to analyse and synthesise CG08. Knowledge of other cultures and customs CG09. Knowledge of a foreign language CG17. Respect for diversity and different cultures.
Specific competences
CE12. Spoken and written communications skills in a third foreign language. CE27. Use of communications techniques. CE30 . Skills clearly oriented towards customer service. CE32. Ability to work in diverse social and cultural environments.

IV.-Contents

IV.A.-Syllabus

The objective is for students to consolidate the knowledge of the foreign language of their choice (English, French, Italian or German) that is necessary and adequate to obtain a certificate in accordance with official international standards established for each of these languages.

English:

Development of strategies to face the 7 parts of the official TOEIC exam.

- Photographs (Units 1, 8, 15 & 22).
- Question-Response (Units 2, 9, 16 & 23).
- Conversations (Units 3, 10, 17 & 24).
- Talks (Units 4, 11, 18 & 25).
- Incomplete Sentences (Units 5, 12, 19 & 26).
- Text Completion (Units 6, 13, 20 & 27).
- Reading Comprehension (Units 7, 14, 21 & 28).

French:

Vocabulary: Introductions. The family. Health. Accommodation. Location. Money and figures. Media. Shopping, measurements, weights, quantities. Cooking and restaurants. Leisure, vacations and tourism. The meteorology. Work. Grammar: Definite, indefinite and partial articles. Pronouns. Demonstrative adjectives. The imperative. Interrogative pronouns. Relative pronouns. Prepositions. Feminine formation of qualifying adjectives. Possessive adjectives and pronouns. Present indicative. The subjunctive. Negation. The purpose subordinate. The past, present and future tenses. Conditionals. Hypothesis. The impersonal form. Adverbs in -ment. Reported speech. The comparative. Cause and consequence. Opposition and concession.

Italian:

Development of strategies to face the different parts of the official CILS exam.

- Oral text comprehension.
- Written text comprehension.
- Indeterminative and determinative articles.
- Simple and articulative prepositions.
- Present tense of the indicative. Regular and irregular verbs.
- Qualifying adjectives.
- Possessive adjectives and pronouns.
- Connectives.
- Near past tense.
- Imperfect tense of the indicative.
- Strategies for oral production.
- Description of pictures.
- Strategies for written production.

German:

Development of strategies to face the different parts of the official exam Goethe Zertifikat Deutsch B1.

- Leseverstehen (Teil 1-5)
- Hörverstehen (Teil 1-4)
- Schreiben (Teil 1-3)
- Sprechen (Teil 1-3)
- Grammatik und Wortschatz niveau B1

IV.B.-Training activities	
Type	Title
Reading	Documents, audiovisual support and other resources to work on the content of each unit, either for later discussion, or to expand and consolidate the knowledge of the subject. The active participation of students will be positively valued through the presentation and resolution of questions and doubts in class.
Practical tests involving a simulation of each official exam specific to the chosen language.	Students carry out individual activities to develop strategies for the official exam.
Assessable tests involving a mock of each official exam specific to the chosen language.	Group or individual tutorials to resolve doubts about the exercises and mock exams.

V.-Student workload		
Lecture classes		20
Practical classes/resolution of exercises, case studies, etc.		30
Practical sessions in technological laboratories, hospitals, etc.		0
Tests		10
Academic tutorials		12
Related activities: conferences, seminars, etc.		6
Preparation classes and self-study		40
Preparation of practical tasks, exercises, cases studies		32
Test preparation		30
Total student workload		180
VI.-Methodology and academic programme		
Type	Period	Content
Master classes	Week 1 to Week 1	Introduction to the subject. First mock test of the official exam specific to the language.
Master classes	Week 2 to Week 7	Documents, audiovisual and digital support, among other resources, will be used to work on the different parts of each official exam specific to the chosen language. Development of strategies to address them. The participation of students will be valued positively.
Tests	Week 7 to Week 8	Mid-term tests consisting of simulations of each official exam specific to the chosen language.
Master classes	Week 9 to Week 12	Documents, audiovisual and digital support, among other resources, will be used to work on the different parts of each official exam specific to the chosen language. Development of strategies to address them. The participation of students will be valued positively.
Tests	Week 13 to Week 14	Mid-term tests consisting of simulations of each official exam specific to the chosen language.

VII.-Assessment methods

VII.A.-Assessment and weights

Continuous ordinary assessment:

The distribution and characteristics of the assessment tests are those described below. Only in exceptional case and for special reasons may the teacher add changes to the Guide. These changes will require the prior consultation with the Subject Head and the prior and explicit authorisation of the Degree Programme Coordinator, who will notify the Vice-Rector's office in charge of Academic Affairs of the modifications made. In any case, the changes proposed must take into account the stipulations of the verified report. In order for these changes to take effect, they must be duly communicated at the start of the course to the students using Aula Virtual (the Virtual Classroom).

The combination of activities that are not re-assessable cannot exceed 50% of the subject grade and, in general, cannot have a minimum grade (except for the case of laboratory or clinical work placements, where duly justified), and tests which exceed 60% of the subject weighting cannot be added.

Description of the tests for assessment and their weights.

Assessment methods

The Modern Language course is an open enrollment subject and will be evaluated through two assessment activities: internal tests (URJC, 40% of the final grade), and the official exam of the chosen language (external entity, 60% of the final grade). The two assessment activities have an eliminatory character; that is, it is necessary to pass both with a minimum grade of 5 (university grade) to pass the course (note: for the German language the minimum grade is a 6). To pass the first assessment activity (internal tests), students will have two opportunities during the course. In the case of the official exam, the student will have only one opportunity to take the exam, and it must be taken at the end of the term in which the course was taken.

***It is recommended that students have an initial B1 level, according to the CEFRL, in the chosen language before signing up for the course.**

Description of the assessment activities

The subject will be evaluated through two items, with the characteristics indicated below:

1. Internal tests (URJC)

Type: re-assessable

Minimum grade: 5 (out of 10) (Except for German language. Minimum grade: 6 out of 10).

Weighting: 40%.

Content: simulations of the official exam, with different characteristics depending on the language. Date: established and published by the teacher at the beginning of the course.

2. Official examination (external institution)

Character: not re-assessable.

Minimum grade: 5 (out of 10) (Except for German language. Minimum grade: 6 out of 10).

Weighting: 60%.

Content: official exam in the chosen language, with different characteristics depending on the language.

Date: see the official examination calendar (below).

Conditions for the application of the evaluation activities

- a) The internal tests are a key test for the official exam. In other words, students who have not taken the internal tests or who have not obtained the established minimum grade (5 out of 10) will not be allowed to take the official exam of the chosen language. Note: For German the minimum grade is 6.
- b) Students who have passed the internal tests are obliged to take the official exam in one of the dates scheduled for the term in which they have taken the course.
- c) In order to take the official exam, students must register in advance through the Modern Language course application, selecting the date and campus where they will take the official exam.
- d) Students who take the official exam and pass it will obtain the corresponding official certificate. The grade that will be recorded in the course report will be the weighted average of the grades obtained in the internal tests (40%) and in the official exam (60%).
- e) Students who do not show up for the internal tests will be graded in the corresponding report with a No Attendance.
- f) Students who do not pass the internal tests with the established minimum grade will be graded in the corresponding report with the grade obtained in those tests.
- g) If, having passed the internal tests, students do not take the official exam, they will be given a numerical grade of 0 for the official exam, and their final grade will be the weighted average of the grades obtained in the internal tests (40%) and in the official exam (60%). That is, not taking the official exam means failing the subject.
- h) Students who take the official exam and fail it, will also fail the course, even if the average between the internal tests and the official exam is higher than 5. In these cases, the grade will be a 4.5 (FAILED).
- i) Class attendance is recommended so that students pass the internal tests and develop adequate strategies to face the official exam. In addition, it is advisable to start from a B1 level (obtained in the level test of enrollment to the course) to take the Modern Language subject.
- j) Students who do not enroll in any of the first or second term groups, and are therefore not evaluated, must renew their enrollment in the course the following academic year or successive years, paying, if applicable, only the administration fees corresponding to the Secretary's Office and Insurance expenses.

Schedule of evaluation activities

1. Internal tests (URJC)

The teacher will establish and publish in the Virtual Classroom of the subject the dates for the mid-term exams.

2. Official examination (external institution)

SCHEDULE OF OFFICIAL EXAMS IN ENGLISH (TOEIC) AND FRENCH (TFI)

The official English (TOEIC) and French (TFI) exams will be held on various dates at the different campuses in each term of the academic year. Generally, the exams will be held on Saturdays and during non-teaching periods, and students can choose the campus where they will sit the exam, which may be different from the campus where they are studying. Vacancies for the official English and French exams are limited. If the exam becomes full before the end of the registration period, the offer of that particular exam will close, and students will have to register for another exam and date.

SEMESTER	DATE*	CAMPUS*
1st SEMESTER	20th January 2024	Fuenlabrada Campus
1st SEMESTER	3rd February 2024	Madrid Campus
1st SEMESTER	10th February 2024 **	Aranjuez Campus
1st SEMESTER	17th February 2024	Móstoles Campus
2nd SEMESTER	25th May 2024	Madrid Campus
2nd SEMESTER	30th May 2024	Fuenlabrada Campus
2nd SEMESTER	3rd June 2024 **	Aranjuez Campus
2nd SEMESTER	7th June 2024	Alcorcón Campus

THE OFFICIAL EXAM FOR THOSE STUDENTS WHO HAVE PASSED THE SUBJECT IN THE SECOND OPPORTUNITY OF THE INTERNAL EXAMS (URJC) WILL BE HELD ON 17 JUNE 2024.

(*) The dates and places of the official exams are subject to possible changes for reasons beyond the control of the Department. Should there be any changes, they will be communicated well in advance.

** This date is exclusively for students who have taken the course at the Aranjuez Campus.

SCHEDULE OF OFFICIAL EXAMS IN ITALIAN (CILS)

The official Italian language exam (CILS) is held on two dates during the academic year, scheduled by the institution responsible for the test. It takes about three months for the Italian marks to be available from the date of the exam.

SEMESTER	DATE	CAMPUS
1st semester	5th. December 2023	Madrid Campus
2nd semester	To be determined by the external institution	Madrid Campus

SCHEDULE OF OFFICIAL GERMAN EXAMINATION (ZD)

The official German language examination (ZD) takes place only on one date during the academic year, scheduled by the institution responsible for the test.

CHARACTERISTICS AND CONTENT OF THE ASSESSMENT ACTIVITIES

The characteristics and content of the assessment items of the subject will depend on the language chosen:

ENGLISH (TOEIC) AND FRENCH (TFI) ASSESSMENT ACTIVITIES

Internal tests

To obtain the minimum mark (5 out of 10), the student will have to:

a) Take three internal tests simulating the official TOEIC/TFI exam. The first of these tests will weigh 20% of the grade, the second 30% and the third 50% of the grade. These internal tests will account for 40% of the final mark that will appear in the students' report.

b) To achieve the minimum mark required (5 out of 10), students must obtain a weighted average of at least 550 points (in the case of the TOEIC) and at least 345 points (in the case of the TFI). Students who do not obtain the established minimum mark will not be allowed to sit the official exam, and the subject will be graded with the mark obtained from the weighted average of the internal simulation tests.

Official exam (TOEIC/TFI)

The official TOEIC and TFI exams assess and certify, respectively, the students' level of listening and reading comprehension in English/French as a foreign language according to the CEFR for languages. A minimum score of 550 points on the TOEIC and 345 points on the TFI (level B1 of the CEFR) is required to pass the exam. This official external exam will account for 60% of the mark that will appear on the students' report.

ITALIAN LANGUAGE ASSESSMENT ACTIVITIES (CILS)

Internal test

To obtain the minimum mark (5 out of 10), students will have to take a partial simulation test of the official CILS exam, and reach the minimum mark required for level B1.

Students who do not obtain the minimum score will not be able to take the official exam, and the subject will be graded with the mark obtained in the simulation test.

This internal test will account for 40% of the final mark that will appear in students' report.

Official exam (CILS)

The official CILS exam measures and certifies the linguistic-communicative competences of Italian as a foreign language at level B1 of the CEFR for languages. The exam is divided into five parts: comprehension of an oral text, comprehension of a written text, grammatical skills, written production, and oral production. To pass the exam, it is necessary to pass each of the five parts separately. This official external exam will account for 60% of the mark which will appear in students' report.

GERMAN ASSESSMENT ACTIVITIES (ZD)

Internal tests

In order to obtain the minimum grade (6 out of 10), the student will have to:

(a) Complete the Hören, Lesen, Schreiben and Sprechen exercises (ZD simulations), which will be presented as 'homework' in Aula Virtual (the Virtual Classroom).

b) Take two simulation tests according to ZD standards (Hören, Lesen, Schreiben and Sprechen), obtaining in each of the parts a minimum mark of 6 out of 10, which is the minimum mark required for level B1.

Students who do not obtain the required minimum mark will not be allowed to take the official exam, and the course will be graded with the highest average mark below 6 in any of the parts of the two simulation tests.

Official examination (ZD)

The official ZD exam measures and certifies linguistic and communicative competence in German as a foreign language at level B1 of the CEFR for languages. The dates of the official ZD examination will be determined by the examination institution.

VII.C.- Review of assessment tests

In accordance with the regulations of Universidad Rey Juan Carlos and with the following criteria:

TOEIC AND TFI: As this is an official exam, it is not possible to see the exam in person, although it is possible to request a review of the exam. This request for review must be made within five calendar days from the publication of results, through a link that students will receive in their university email address after the grades are published in the Modern Language application. This request will be made by completing the form available in the link.

CILS: On the day of the exam the teacher will indicate the system for requesting the revision of this exam, as it will be the student himself/herself who will have to contact the University of Siena directly.

ZD: The revision of the exam will be carried out as arranged by the institution (Institut Goethe) that manages the exams.

VII.D.- Students with disabilities and/or special educational needs

In order to guarantee equal opportunities, non-discrimination and universal accesibility, curricular adaptations for students with disabilities and/or special educational needs (NEES) will be regulated by the Unit of Attention to People with Disabilities and Special Educational Needs, by virtue of the Regulations that govern the service of Attention to Students with Disabilities and Special Educational Needs, approved by the Governing Council of Universidad Rey Juan Carlos.

- It is an essential requirement that a report on curricular adaptations be issued by the Unit, which will assess and evaluate the needs derived from the same and will establish the corresponding support. Therefore, students with disabilities and/or NEES should contact discapacidad.programa@urjc.es so that they can enroll them in the programme and prepare the report. Without the report, the teacher will not be able to adapt assessment tests in class.

- In the same way, in the case of the official exam, students with any type of disability and/or NEES that requires adaptation should CONTACT dpto.idiomamoderno@urjc.es indicating their personal and academic details (name, surname, ID number, campus, degree and year) and specify in the subject "NEES-OFFICIAL EXAM".

If you do NOT require any additional measures, but you are a user of some kind of orthosis/prosthesis or support product necessary to guarantee access to the information in the exam, you must also indicate this by e-mail to the same address, so that this technical aid is not confused with technology that is not permitted for accessing an assessment process (for example, the use of hearing aids, headphones, magnifying glasses, PAC MATE, among others).

VII.E. - Academic behaviour, integrity, and academic honesty

The Universidad Rey Juan Carlos is fully committed to the highest standards of academic integrity and honesty, so studying at the URJC means assuming and subscribing to the values of integrity and academic honesty set out in the University's Code of Ethics. To support this process, the University has the Rey Juan Carlos University Coexistence Standards and different tools (anti-plagiarism, supervision...) that offer a collective guarantee for the full development of these essential values.

VII.B. Assessment of students with an academic exemption

Student who wish to opt for this assessment will have to gain academic exemption for the subject, which they will have to request from the Dean or Director of the Centre which teaches their course. An academic exemption may be granted where the subject's own characteristics allow for it.

Subject with the possibility of an exemption: No

VII.C. Review of assessment tests

In accordance with the exam appeal regulations of Universidad Rey Juan Carlos.

VII.D.-Students with a disability or special educational needs

Curricular adaptations for students with a disability or special educational needs will be determined by the Unit of Attention to People with Disabilities and Special Educational Needs, in accordance with the regulations governing the Unit, approved by the Universidad Rey Juan Carlos Council in order to guarantee equal opportunities, inclusive treatment, universal accessibility and a greater guarantee of academic success.

For this purpose, this Unit will have to issue a curricular adaptation report; therefore students with disabilities or special educational needs must contact the Unit to analyse the different alternatives available.

VII.E.-Academic behaviour, academic integrity and honesty

Universidad Rey Juan Carlos is completely committed to the highest standards of academic integrity and honesty. Therefore, studying at the URJC means you accept and agree to the academic integrity and honesty values described in the University's Code of Ethics. In order to monitor this procedure, the University has Regulations on academic behaviour at Universidad Rey Juan Carlos and uses different tools (anti-plagiarism, supervision?) which provides a collective assurance that these essential values are completely developed

VII.-Bibliography

Referecencce Generic

Tactics for Toeic: Listening and Reading test (para inglés)

Grant Trew
Oxford University Press

Quaderni CILS (para italiano)

Centro CILS Università per stranieri di Siena
Editorial: Guerra Edizioni

Objectif TFI (para francés)

Martine Badefort
EduLang

Zertifikat B1 neu (15 Übungsprüfungen) (para alemán)

ISBN 9783190418688
Ernestine Alik
Hueber

Reference literature

Complete Guide to the TOEIC Test (4th edition)

Bruce Rogers
National Geographic Learning

Grammaire pratique du français en 80 fiches

Delatour, D. Jennepin, M. Léon-Dufour, B. Teyssier
Hachette livre

Da zero a cento. Test di (auto)valutazione sulla lingua italiana.

Cinzia Ciulli e Anna Lia Proietti
Alma Edizioni

Esquemas de alemán. Gramática y Usos Lingüísticos

Hernández González, Isabel
Madrid, Palas Atenea

IX.-Lecturers/Teachers/Professors