

Warning: An incomplete or missing proforma may have resulted from system verification processing

Title: ENGLISH AND THE WORKPLACE
 Status: Definitive
 Code: **5016ENGLIS** (110593)
 Version Start Date: 01-08-2011

Owning School/Faculty: Humanities and Social Science
 Teaching School/Faculty: Humanities and Social Science

Team	Leader
Elspeth Graham	Y

Academic Level: FHEQ5 **Credit Value:** 12.00 **Total Delivered Hours:** 30.00

Total Learning Hours: 120 **Private Study:** 90

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Online	20.000
Workshop	10.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	portfolio	100.0	

Aims

1. To enable students to develop their understanding of the relationships, current and historical, between the study of English and paid work.
2. To encourage students to reflect on the transferability of intellectual, cognitive, professional and graduate skills acquired through their English programme to potential working environments.
3. To enable students to acquire further graduate skills that will enhance their potential for a wide range of future employment opportunities.

Learning Outcomes

After completing the module the student should be able to:

- 1 Demonstrate an understanding of the relationships, current and historical, between the study of English and paid work.
- 2 Demonstrate an ability to critically evaluate their own skill levels in relation to a potential working environment.
- 3 Demonstrate an ability to deploy a range of further graduate skills involving organisational planning and data manipulation.
- 4 Demonstrate continuing development of their oral and written communication skills relevant to a variety of both academic and potential working environments .
- 5 Demonstrate development in their ability to think critically about experience and personal development.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

essay	1	2	3	4	5
-------	---	---	---	---	---

Outline Syllabus

1. *Introduction to the changing relationships between the study of English and paid work.*
2. *Study and analysis of set texts such as Benjamin Disraeli, Sybil, or, The two nations Henry Colburn, 1845; E.P. Thompson (ed.) 'Warwick University Ltd.:industry, management and universities' Harmondsworth, 1970; David Lodge, 'Nice Work' Secker & Warburg, 1988*
3. *Study and analysis of course pack introducing a case study e.g. KMBC and 'Shakespeare North'*
4. *Study and practice of preparation of manipulations of numerical data, basic business planning, risk assessment and management, options appraisal, creating SMART objectives, production of Gantt charts, organisation of meetings*
5. *Peer group simulations and written exercises relating to acquisition of relevant oral and written communication skills.*

Learning Activities

Tutorials, seminars, oral presentation, group simulations, writing of reports, business documents and critical analysis.

References

Course Material	Book
-----------------	------

Author	Banks, M et al
Publishing Year	1992
Title	Careers and Identities
Subtitle	
Edition	
Publisher	Open University Press
ISBN	

Course Material	Book
Author	Bradbury, A.
Publishing Year	2000
Title	Successful Presentation Skills
Subtitle	
Edition	2nd
Publisher	London: Kogan Page
ISBN	

Course Material	Book
Author	Bunting, M.
Publishing Year	2004
Title	Willing Slaves
Subtitle	how the overwork culture is ruling our lives
Edition	
Publisher	London: Harper Collins
ISBN	

Course Material	Book
Author	Cartmell, D. et al
Publishing Year	2003
Title	Reports on English in the Workplace
Subtitle	
Edition	
Publisher	http://english.itsn.ac.uk English Subject Centre Projects
ISBN	

Course Material	Book
Author	Dixon, J. et al
Publishing Year	2006
Title	Freedom's Orphans
Subtitle	Raising Youth in Changing World
Edition	
Publisher	London IPPR
ISBN	

Course Material	Book
Author	Disraeli, B
Publishing Year	1845

Title	Sybil, or The two nations
Subtitle	
Edition	
Publisher	London Henry Colburn
ISBN	

Course Material	Book
Author	Goos, M & Manning , A
Publishing Year	2004
Title	Lovely and Lousy Jobs
Subtitle	the Rising Polarisation of Work in Britain CEP Discussion Paper 0604
Edition	
Publisher	London Centre for Economic Performance.
ISBN	

Course Material	Book
Author	LJMU BA (Hons)
Publishing Year	2004
Title	English Programme Specification
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	Lodge, D.
Publishing Year	1988
Title	Nice Work
Subtitle	
Edition	
Publisher	London Secker & Warburg
ISBN	

Course Material	Book
Author	Learning & Skills Council
Publishing Year	2006
Title	National Employers Skills Survey 2005
Subtitle	Key Findings
Edition	
Publisher	London LSC
ISBN	

Course Material	Book
Author	Quality Assurance Agency for Higher Education
Publishing Year	2000
Title	English Benchmark Statement

Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	Thompson, E.P.
Publishing Year	1970
Title	'Warwick University Ltd
Subtitle	Industry, management and the universities'
Edition	
Publisher	Harmondsworth: Penguin
ISBN	

Notes

This module enables students to develop their understanding of the relationships, current and historical, between the study of English and paid work; to reflect on the transferability of intellectual, cognitive, professional and graduate skills acquired through their English programme to potential working environments; and to acquire further graduate skills that will enhance their potential for a wide range of future employment opportunities. This module combines literary and historical analysis with reflection on practical skills and acquisition of new work-related skills