



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingeniería y Sistemas  
de Telecomunicación

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**595000333 - English for professional and academic communication**

### DEGREE PROGRAMME

59SC - Grado en Ingeniería de Sistemas de Telecomunicación

### ACADEMIC YEAR & SEMESTER

2017/18 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	595000333 - English for professional and academic communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	59SC - Grado en Ingeniería de Sistemas de Telecomunicación
<b>Centre</b>	Escuela Técnica Superior de Ingeniería y Sistemas de Telecomunicación
<b>Academic year</b>	2017-18

## 2. Faculty

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### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
Inmaculada Alvarez De Mon Rego	A4305	inmaculada.alvarezdemon@upm.es	Sin horario. Por determinar
Irina M Arguelles Alvarez (Subject coordinator)	A4307	irina.arguelles@upm.es	Sin horario. Por determinar
Margarita Millan Valenzuela	A4311	margarita.millan@upm.es	Sin horario. Por determinar

\* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

## 3. Prior knowledge required to take the subject

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### 3.1. Prerequisite (passed) subjects

- Nivelación b1 en lengua inglesa
- Nivelación b2 en lengua inglesa

### 3.2. Other required learning outcomes

El plan de estudios Grado en Ingeniería de Sistemas de Telecomunicación no tiene definidos requisitos para esta asignatura.

## 4. Prior knowledge recommended to take the subject

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### 4.1. Recommended (passed) subjects

- Introduction to professional and academic communication I
- Introduction to professional and academic communication II

### 4.2. Other recommended learning outcomes

El plan de estudios Grado en Ingeniería de Sistemas de Telecomunicación no tiene definidos otros conocimientos previos para esta asignatura.

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CG 02 - Capacidad de búsqueda y selección de información, de razonamiento crítico y de elaboración y defensa de argumentos dentro del área.

CG 03 - Capacidad para expresarse correctamente de forma oral y escrita y transmitir información mediante documentos y exposiciones en público.

CG 05 - Capacidad de trabajo en equipo y en entornos multidisciplinares.

CG 06 - Capacidad de adaptación, negociación, resolución de conflictos y de liderazgo.

CG 12 - Habilidad para las relaciones interpersonales y el trabajo en un contexto nacional e internacional, con capacidad para expresarse de forma oral y escrita en lengua inglesa.

### 5.2. Learning outcomes

RA202 - Podrá organizar sus ideas y opiniones de forma coherente en un trabajo académico

RA203 - Podrá contrastar sus ideas con las aportadas por otros autores

RA204 - Podrá producir textos claros y detallados sobre temas diversos así como defender un punto de vista sobre temas generales indicando los pros y los contras de las distintas opciones en lengua inglesa

RA200 - Podrá elaborar esquemas y organizar redactar textos como informes o ensayos bien estructurados -Podrá organizar la información correctamente en oraciones y párrafos

RA199 - Podrá sintetizar adecuadamente información relacionada con sus estudios

RA205 - Podrá relacionarse con hablantes nativos de lengua inglesa con un grado suficiente de fluidez y naturalidad de modo que la comunicación se realice sin esfuerzo por parte de ninguno de los interlocutores

RA198 - Podrá entender las ideas principales de textos complejos en lengua inglesa que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización

RA201 - Podrá organizar la información correctamente en oraciones y párrafos

\* The Learning Guides should reflect the Skills and Learning Outcomes in the same way as indicated in the Degree

Verification Memory. For this reason, they have not been translated into English and appear in Spanish.

## 6. Brief description of the subject and syllabus

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### 6.1. Brief description of the subject

1. Cultural diversity and interpersonal relations. Greetings. Informal conversations. Professional communication: the e-mail and on the telephone.
2. Colloquia and meetings. Preparing information for a debate or a meeting. Giving and asking for opinion. Giving your own point of view. Taking turns in a conversation. The job interview.
3. Understanding conversations and conferences. Taking notes. Selecting and organizing information. Writing the final document.
4. Understanding academic and professional texts. Capture of notes. Taking notes. Selecting and organizing information. Writing the final document. The covering letter.
5. Oral presentations. Searching information. Selecting relevant information. Organizing the information. Preparing the talk. Visual resources, graphs and diagrams. Effective communication: words and body-language.

### 6.2. Syllabus

1. Cultural diversity and interpersonal relations.
  - 1.1. Informal conversations.
  - 1.2. Greetings.
  - 1.3. Professional communication: the e-mail and on the telephone.
2. Colloquia and meetings. Job interviews.
  - 2.1. Preparing information for a debate or a meeting.
  - 2.2. Giving and asking for opinion.
  - 2.3. Giving your own point of view.
  - 2.4. Taking turns in a conversation.

- 2.5. The job interview.
3. Understanding conversations and conferences.
  - 3.1. Listening for general and specific information
  - 3.2. Taking notes.
  - 3.3. Selecting and organizing information.
  - 3.4. Writing the final document.
  - 3.5. The covering letter
4. Understanding academic and professional texts.
  - 4.1. Reading professional and academic texts.
  - 4.2. Taking notes.
  - 4.3. Selecting and organizing information.
  - 4.4. Writing the final document.
5. Oral presentations.
  - 5.1. Searching and selecting relevant information.
  - 5.2. Organizing the information.
  - 5.3. Preparing the talk.
  - 5.4. Visual resources, graphs and diagrams.
  - 5.5. Effective communication: words and body-language.

## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	Greetings, meeting people, small talk, formal and informal talk, body language, routines at work, revision of present tenses, likes and dislikes, hobbies, leaving short notes or writing in a forum, revision of future tenses. Duration: 04:00 Cooperative activities			<b>Moodle/ejercicios</b> Other assessment Continuous assessment Duration: 03:00
2	Soft skills, professional communication. Reading: skimming and scanning, collocations and word formation. Making notes from written text. Duration: 04:00 Cooperative activities			<b>Elevator speech</b> Individual work Continuous assessment Duration: 04:00
3	Personal qualities and professional skills, transferable skills. Vocabulary related. Answering to formal questions. Social issues vocabulary Duration: 04:00 Cooperative activities			<b>Transferable skills paragraph</b> Individual work Continuous assessment Duration: 03:00
4	On the phone, writing e?mails, writing a short biodata. Using a dictionary, questions review Duration: 04:00 Cooperative activities			<b>Moodle/ejercicios</b> Other assessment Continuous assessment Duration: 03:00
5	Covering letters and vocabulary related, collocations, adjective order. Job interviews. Duration: 04:00 Cooperative activities			<b>Covering letter</b> Individual work Continuous assessment Duration: 05:00
6	Taking notes from oral presentations, organizing a brief report, the opinion essay, describing opinions. Duration: 04:00 Cooperative activities			<b>Job Interview Final task</b> Group work Continuous assessment Duration: 07:00
7	Review Duration: 02:00 Additional activities			<b>Test 1</b> Written test Continuous assessment Duration: 02:00
8	Giving presentations: essentials. The structure of the presentation, the structure of a proposal for a presentation. Duration: 04:00 Cooperative activities			<b>Moodle/ejercicios</b> Other assessment Continuous assessment Duration: 03:00



9	<p>Writing introductions, introductory phrases, problem and solution, avoiding absolute statements. Connected speech, ways of describing data, determiners, editing your writing. Writing conclusions.</p> <p>Duration: 04:00</p> <p>Cooperative activities</p>			<p><b>Moodle/ejercicios</b></p> <p>Other assessment</p> <p>Continuous assessment</p> <p>Duration: 03:00</p>
10	<p>Structuring what you say, balanced argument and opinion essays, refuting, opposing arguments, giving and refuting, opinions, writing conclusions, improving spelling.</p> <p>Duration: 04:00</p> <p>Cooperative activities</p>			<p><b>Moodle/ejercicios</b></p> <p>Other assessment</p> <p>Continuous assessment</p> <p>Duration: 03:00</p>
11	<p>Final presentations: looking for information, selecting information, organizing information / writing a long abstract.</p> <p>Duration: 04:00</p> <p>Cooperative activities</p>			<p><b>Moodle/ejercicios</b></p> <p>Other assessment</p> <p>Continuous assessment</p> <p>Duration: 03:00</p>
12	<p>Final presentations: the structure of the presentation, body language and visuals</p> <p>Duration: 04:00</p> <p>Cooperative activities</p>			<p><b>Moodle/ejercicios</b></p> <p>Other assessment</p> <p>Continuous assessment</p> <p>Duration: 03:00</p>
13	<p>Final presentations (revision)</p> <p>Duration: 04:00</p> <p>Cooperative activities</p>			<p><b>Final presentation proposal</b></p> <p>Group work</p> <p>Continuous assessment</p> <p>Duration: 08:00</p>
14	<p>Review / Final presentations</p> <p>Duration: 02:00</p> <p>Additional activities</p>			<p><b>Test 2</b></p> <p>Written test</p> <p>Continuous assessment</p> <p>Duration: 02:00</p>
15				<p><b>Final Presentations</b></p> <p>Group work</p> <p>Continuous assessment</p> <p>Duration: 10:00</p>
16				
17	<p>Final exam</p> <p>Duration: 00:00</p> <p>Additional activities</p>			<p><b>FINAL eXAM</b></p> <p>Other assessment</p> <p>Final examination</p> <p>Duration: 04:00</p>

The independent study hours are training activities during which students should spend time on individual study or individual assignments.

Depending on the programme study plan, total values will be calculated according to the ECTS credit unit as 26/27 hours of student face-to-face contact and independent study time.

\* The subject schedule is based on a previous theoretical planning of the subject plan and might go through experience some unexpected changes along throughout the academic year.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Moodle/ejercicios	Other assessment	No Presential	03:00	1%	4 / 10	CG 06 CG 12
2	Elevator speech	Individual work	No Presential	04:00	2.5%	4 / 10	CG 03 CG 02
3	Transferable skills paragraph	Individual work	No Presential	03:00	2.5%	4 / 10	CG 03 CG 12 CG 02
4	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 12
5	Covering letter	Individual work	No Presential	05:00	5%	4 / 10	CG 03 CG 12 CG 02
6	Job Interview Final task	Group work	No Presential	07:00	10%	5 / 10	CG 03 CG 12 CG 05 CG 06 CG 02
7	Test 1	Written test	Face-to-face	02:00	20%	5 / 10	CG 03
8	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 03
9	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 03
10	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 03
11	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 03
12	Moodle/ejercicios	Other assessment	No Presential	03:00	1.5%	4 / 10	CG 03
13	Final presentation proposal	Group work	No Presential	08:00	10%	5 / 10	CG 03 CG 12 CG 05 CG 06 CG 02

14	Test 2	Written test	Face-to-face	02:00	20%	5 / 10	CG 03 CG 12
15	Final Presentations	Group work	Face-to-face	10:00	20%	5 / 10	CG 03 CG 12 CG 05 CG 06 CG 02

### 8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	FINAL eXAM	Other assessment	Face-to-face	04:00	100%	5 / 10	CG 03 CG 12 CG 05 CG 06 CG 02

### 8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

## 8.2. Assessment criteria

Presentations: weeks 14 and 15 (16). A presentation proposal of 300/350 words and a presentation of the topic of 10 / 15 minutes in groups of two / three. These are the final tasks in which students will have to put into practice what has been learned throughout the course. The value of these tasks is 30% distributed as follows: 10% to the proposal (group mark) and 20% to the presentation (group and individual mark). Final presentation of 10 to 15 minutes on a subject related to telecommunications in groups of 2/3 (each student will speak for 4/5 minutes). Weeks 14 and 15 (16) at class time.

Intermediate tasks: In order to write this proposal and to make the presentation, the students work along 12/13 weeks in class and outside the classroom with materials provided in class, textbook or through the platform Moodle. Students must complete 4 hours of face-to-face work per week and 4 to 5 hours of work a week at home. The work of the student inside and outside the classroom has a value of 30% including activities on Moodle.

Intermediate tests are compulsory (week 7 and week 14 during class time) Students who regularly attend (80%) will be entitled to attend the two tests at week 7 and week 14 which evaluate the four skills, the vocabulary and grammar that has been revised. Each of these tests will account for 20% of the final grade. Total 40% of the final mark. All parts of the course, work in the classroom, work at home (at least 4), proposal and presentation and each section of the two tests (reading, listening, writing, grammar and vocabulary) must be PASSED (min. 5) to average

in the continuous evaluation.

We kindly remind our students that plagiarism in any of the course tasks implies the immediate interruption of continuous assessment of the course.

For those students who have not attended a minimum of 80% during the course:

Students who have chosen the final exam option must submit before the final exam a dossier that Includes: recording a professional personal presentation, writing a paragraph about your personality and skills, a covering or motivation letter for a job application, a video recording answering five typical interview questions and a proposal of 300-350 words on the subject of their final presentation that includes at least two references to sources and the corresponding bibliography. The candidates will comment on their work with the examining board.

70% a test that includes all the contents of the course: tests of grammar, use of the language, listening and writing.

30% a presentation of 5/6 minutes on a topic related to their specialty (10% of this mark corresponds to the written proposal)

Each part of the intermediate tests and continuous evaluation tests of the subject must be PASSED to PASS the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.

## 9. Teaching resources

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### 9.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	Todos los materiales del curso, ejercicios, lecturas y materiales de clase están disponibles en la plataforma
Cambridge Academic English Upper Intermediate	Bibliography	An Integrated skills course for EAP

Cambridge English for Job-Hunting	Bibliography	Professional English
Business Vocabulary Builder Intermediate to Upper intermediate	Bibliography	(MacMillan) The words & phrases you need to succeed
Presenting in English (Heinle)	Bibliography	How to give successful presentations
Presentations in English (MacMillan)	Bibliography	Find your voice as a presenter
English for presentations	Bibliography	Oxford business English
Successful presentations	Bibliography	Oxford video course