



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

**595030163 - Introduction to professional and academic communication I**

### DEGREE PROGRAMME

59SO - Grado en Ingeniería de Sonido e Imagen

### ACADEMIC YEAR & SEMESTER

2017/18 - Semester 2

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	595030163 - Introduction to professional and academic communication I
<b>No of credits</b>	3 ECTS
<b>Type</b>	Optional
<b>Academic year of the programme</b>	Third year
<b>Semester of tuition</b>	Semester 5
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	59SO - Grado en Ingeniería de Sonido e Imagen
<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 (Subject coordinator)	4304	inmaculada.alvarezdemon@upm.es	Sin horario.
Juan Ramon Bautista Liebana	4308	jr.bautista@upm.es	Sin horario.

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

## 3. Skills and learning outcomes \*

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### 3.1. 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 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.

### 3.2. Learning outcomes

RA522 - Utilizar el diccionario bilingüe y monolingüe.

RA523 - Organizar información obtenida de textos breves.

RA519 - Expresarse en lengua inglesa con corrección gramatical.

RA529 - Reconocer las ideas principales de textos de nivel intermedio de complejidad.

RA521 - Tomar notas de exposiciones orales como conferencias, reuniones, debates o documentales en lengua inglesa.

RA525 - Exponer ideas de forma oral o escrita en lengua inglesa.

\* 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.

## 4. Brief description of the subject and syllabus

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### 4.1. Brief description of the subject

This subject prepares for Level B 2 of the Common European Framework as required by Universidad Politécnica de Madrid.

### 4.2. Syllabus

1. English as a Global Language
  - 1.1. Socializing for Professional Communication
  - 1.2. Communication and Learning about Culture
  - 1.3. English as a Lingua Franca
2. Academic Writing: Facts versus Ideas
  - 2.1. Telling about a personal experience.
  - 2.2. Learning about others
  - 2.3. Expressing opinions
3. Describing your background and personal circumstances
  - 3.1. Generalizing about experience
  - 3.2. Persuading through giving examples
  - 3.3. Comparing and contrasting
4. Getting to know each other
  - 4.1. How to start and end a conversation
  - 4.2. Learning from the past
  - 4.3. Informing about change
5. Language, Rules and Automation
  - 5.1. Rules and regulations

5.2. Describing a process.

5.3. Interactive politeness

## 5. Schedule

### 5.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	Greetings; intonation and different meanings; state and action verbs (present tenses); speaking about stories and films. English for specific purposes; present simple and present continuous; speaking about languages. Duration: 02:00 Cooperative activities			
2	Questions review; collocations for describing places; qualifying and selecting. Reading and speaking: towards a definition of culture; subject/object questions. Duration: 02:00 Cooperative activities			
3	Making recommendations; Global English, Global review and study skills. Writing a report; making additional points; preparing to write; writing. Duration: 02:00 Cooperative activities			
4	Socializing; past perfect and past simple. Definitions; past simple and past continuous; ing/-ed adjectives; word stress. Writing a narrative: complex sentences, preparing to write; writing. Duration: 02:00 Cooperative activities			
5	Modifiers, degree adjectives and word stress. Prepositions; used to and would. Generalizing and giving examples; global review; study skills. Duration: 02:00 Cooperative activities			
6	Planning and itinerary; future plans and intentions. Giving opinions; will and be going to for predictions. Duration: 02:00 Cooperative activities			
7	Talking about the weather; expressing contrast. Words to describe statistics, real conditionals Duration: 02:00 Cooperative activities			

8	<p>Review about grammatical doubts. Duration: 02:00 Cooperative activities</p> <p>Requests and offers, Global review; study skills. Writing a formal letter, preparing to write; writing. Duration: 02:00 Cooperative activities</p>			<p><b>Test 1</b> Written test Continuous assessment Duration: 01:30</p> <p><b>Portfolio and Workbook submission.</b> Individual work Continuous assessment Duration: 00:00</p>
9	<p>Requests and offers, Global review; study skills. Writing a formal letter, preparing to write; writing. Duration: 02:00 Cooperative activities</p>			
10	<p>Starting a conversation; present perfect: questions and answers. Telling about facts, contrastive stress. Duration: 02:00 Cooperative activities</p>			
11	<p>Discriminating cultures; expressions with what; adjective suffixes. Making predictions; modals of deduction. Duration: 02:00 Cooperative activities</p>			
12	<p>Observe and describe. Profile description skills and positive characteristics. Duration: 02:00 Cooperative activities</p>			
13	<p>Norms and specifications; modals of obligation and permission. Present perfect for and since; phrasal verbs. Reading to talk about; useful phrases. Duration: 02:00 Cooperative activities</p>			
14	<p>Reinforcing the previous topic. Initiating: Giving information to others; preparing to write; working with mistakes. Giving advice and warnings. Duration: 02:00 Cooperative activities</p>			
15	<p>Review about grammatical doubts. Duration: 00:30 Cooperative activities</p>			<p><b>Test 2</b> Written test Continuous assessment Duration: 01:30</p> <p><b>Portfolio and Workbook submission.</b> Individual work Continuous assessment Duration: 00:00</p>
16				<p><b>FINAL EXAM</b> Written test Final examination Duration: 02:00</p>



17	<b>Final exam</b> Duration: 02:00 Cooperative activities			
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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 to through experience some unexpected changes along throughout the academic year.

## 6. Activities and assessment criteria

### 6.1. Assessment activities

#### 6.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	Test 1	Written test	Face-to-face	01:30	40%	5 / 10	CG 02 CG 03 CG 12
8	Portfolio and Workbook submission.	Individual work	Face-to-face	00:00	10%	5 / 10	
15	Test 2	Written test	Face-to-face	01:30	40%	5 / 10	CG 02 CG 03 CG 12
15	Portfolio and Workbook submission.	Individual work	Face-to-face	00:00	10%	5 / 10	

#### 6.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	FINAL EXAM	Written test	No Presential	02:00	100%	5 / 10	CG 02 CG 03 CG 12

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

No se ha definido la evaluación extraordinaria.

## 6.2. Assessment criteria

Al inicio de la impartición de la asignatura, y durante las dos primeras semanas, el estudiante podrá elegir el sistema de evaluación al que desea acogerse: **evaluación continua** o **evaluación final**.

La calificación final de los estudiantes que siguen el itinerario de **evaluación continua** se obtiene de:

\* La realización y superación del Test 1 y del Test 2 (8 y 16 semanas) (consistente en preguntas de gramática, similares a las realizadas en el aula, preguntas sobre *reading y listening*). (80%)\* Presentación del Portfolio, realización del trabajo sobre el libro de lectura y presentación del *Workbook* (colección de las actividades realizadas en el aula o en casa, de forma individual o en parejas).

\* Realización de las actividades de la Plataforma.\* Realización de las actividades del *Workbook*.\* Asistencia y participación en el aula. (Todas ellas 20%).

SE RECUERDA que el PLAGIO, en cualquiera de las tareas realizadas a lo largo del curso, supone la interrupción inmediata de la evaluación continua.El PLAGIO en cualquiera de las preguntas del examen supone un cero en la nota de esa parte del examen y,consecuentemente,una nota final de Suspenso.

La calificación final de los estudiantes que siguen el itinerario de "**solo evaluación final**" se obtiene de:

\* Presentación y superación del Examen Final (consistente en preguntas de gramática, *reading y listening*). (100%)

SE RECUERDA que el PLAGIO, en cualquiera de las preguntas del examen supone un cero en la nota de esa parte del examen y, consecuentemente, una nota final de Suspenso.

## 7. Teaching resources

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### 7.1. Teaching resources for the subject

Name	Type	Notes
Global Intermediate	Bibliography	Libro de texto y de Actividades prácticas
Ordenador, cañón, audio,vídeo y pizarra	Equipment	Recursos disponibles utilizados.
Soundsciber/Diccionarios on-line	Web resource	Software disponible y utilizado.
Sala de vídeo (Biblioteca)	Equipment	Equipamiento disponible y utilizado.