



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingenieros
Informaticos

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

105000011 - English for professional and academic communication

DEGREE PROGRAMME

10II - Grado En Ingenieria Informatica

ACADEMIC YEAR & SEMESTER

2018/19 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	105000011 - English for professional and academic communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Fourth year
Semester of tuition	Semester 7
Tuition period	September-January
Tuition languages	English
Degree programme	10II - Grado en ingenieria informatica
Centre	10 - Escuela Tecnica Superior de Ingenieros Informaticos
Academic year	2018-19

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Elena Montiel Ponsoda (Subject coordinator)	5215	elena.montiel@upm.es	Tu - 12:00 - 15:00 Th - 12:00 - 15:00
Jelena Bobkina	5217	jelena.bobkina@upm.es	W - 10:00 - 15:00 Th - 14:00 - 15:00
Paula Perez Sobrino	5217	paula.perez.sobrino@upm.es	Tu - 12:00 - 15:00 Th - 12:00 - 15:00

* 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

3.1. Prerequisite (passed) subjects

-

- Nivelacion b2 en lengua inglesa

- Nivelación b1 en lengua inglesa

3.2. Other required learning outcomes

El plan de estudios Grado En Ingenieria Informatica no tiene definidos requisitos para esta asignatura.

4. Prior knowledge recommended to take the subject

4.1. Recommended (passed) subjects

El plan de estudios Grado en Ingenieria Informatica no tiene definidas asignaturas previas recomendadas para esta asignatura.

4.2. Other recommended learning outcomes

- Acreditación nivel B2 (SAI), según criterios de la Universidad Politécnica de Madrid de acceso a la asignatura

5. Skills and learning outcomes *

5.1. Skills to be learned

CG-13/CE55 - Capacidad de comunicarse de forma efectiva con los compañeros, usuarios (potenciales) y el público en general acerca de cuestiones reales y problemas relacionados con la especialización elegida.

CG-24/25/26/27 - Capacidad para trabajar en el contexto internacional, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

CG-6 - Capacidad de abstracción, análisis y síntesis

CG-7:10/16/17 - Capacidad para trabajar dentro de un equipo, organizando, planificando, tomando decisiones, negociando y resolviendo conflictos, relacionándose, y criticando y haciendo autocrítica

5.2. Learning outcomes

RA222 - Comunicarse de forma eficaz tanto formal como informalmente bien en grupo o de forma individual, mediante el uso de las TIC.

RA225 - Redactar distintos tipos de textos según las convenciones propias de cada tipo textual.

RA224 - Recopilar y sintetizar coherentemente información de fuentes bibliográficas.

RA223 - Exponer temas profesionales de modo claro, preciso y coherente, teniendo en cuenta el tipo de audiencia.

* 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

6.1. Brief description of the subject

The main objective of this course is to make students aware of the importance of effective communication skills in academic or professional settings, and to help them develop those skills to communicate effectively in both settings.

The course will be organized around six main topics related to their area of knowledge, and 2 assignments (written research proposal and oral presentation) that they will have to complete along the course.

It is expected that students are able to:

1. identify different types of texts in their area of knowledge, as well as the register and tone typically used in scientific and technical texts;
2. apply the adequate summarizing techniques to report on research findings, be it orally or in writing;
3. write coherent and cohesive texts that have a clear theme, structuring, paragraphing, punctuation, etc., and that are correct from a grammatical and spelling viewpoint;
4. use references and citations correctly;
5. use and explain figures and diagrams in a proper manner;
6. develop attentive listening skills;
7. deliver a technical and scientific presentation

As for the teaching methodology, we will follow a student-centered approach to learning in which the teacher's role is to motivate students and facilitate their learning and overall comprehension of concepts and tasks. Student learning is measured through both formal and informal forms of assessment, including group projects, student and class participation. Teaching and assessment are connected, and student learning is continuously measured during teacher instruction.

Regarding teaching strategies, direct instruction will be combined with inquiry-based learning and event

cooperative learning at some stages. Inquiry-based learning will be the predominant teaching method. This method focuses on student investigation and hand-on learning. Students will learn by doing as much as possible, both in the case of writing assignments as well as when delivering oral presentations. Students will also learn from constructive feedback on their work and on the work of others, and will also get feedback from their peers.

6.2. Syllabus

1. What is professional and academic communication? - Introduction to the course
 - 1.1. Characteristics of written and oral communication in professional and academic settings.
 - 1.2. Description of assignments: Research proposals and oral presentations.
2. The History of ICT
 - 2.1. Effective oral presentations (I): the introduction
 - 2.2. Effective oral presentations (II): the structure of the talk; visualising data
3. Software Engineering
 - 3.1. Effective oral presentations (III): conclusions and body language
 - 3.2. Effective oral presentations (IV): dealing with difficult questions
4. Artificial Intelligence
 - 4.1. Introduction to the research proposal (I): the pentachart
 - 4.2. Introduction to the research proposal (II): the title and the abstract
5. Data Science
 - 5.1. Research proposal writing (I): identifying research gaps or issues
 - 5.2. Research proposal writing (II): describing outcomes, limitations, and identifying future lines of work
6. Computing and Ethics
 - 6.1. Research proposal writing (III): common errors in academic writing (paragraph level)
 - 6.2. Research proposal writing (IV): common errors in academic writing (word level)
7. The Future of Internet
 - 7.1. Providing feedback on oral presentations.
 - 7.2. Suprasegmental features of discourse: stress, rhythm, and intonation
 - 7.3. Compiling a bibliography/reference list.

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	Introduction to the course Duration: 02:00 Lecture		The History of ICT Duration: 02:00 Problem-solving class	
2	The History of ICT. Effective oral presentations (I) Duration: 02:00 Problem-solving class		The History of ICT. Reading comprehension. Duration: 02:00 Problem-solving class	
3	The History of ICT. Effective oral presentations (II) Duration: 02:00 Problem-solving class		The History of ICT. Listening presentation. Duration: 02:00 Problem-solving class	
4	Software Engineering. Effective presentations (III) Duration: 02:00 Problem-solving class		Software Engineering. Listening comprehension. Duration: 02:00 Problem-solving class	
5	Software Engineering. Effective presentations (IV) Duration: 00:00 Problem-solving class		Software Engineering. Reading comprehension. Duration: 02:00 Problem-solving class	
6	Artificial Intelligence. Introduction to the research proposal (I) Duration: 02:00 Problem-solving class		Artificial Intelligence. Listening comprehension Duration: 02:00 Problem-solving class	
7	Artificial Intelligence. Introduction to the research proposal (II) Duration: 02:00 Problem-solving class		Artificial Intelligence. Reading comprehension Duration: 02:00 Problem-solving class	
8	Data Science. Research proposal writing (I) Duration: 02:00 Problem-solving class		Data Science. Listening comprehension Duration: 02:00 Problem-solving class	
9	Data Science. Research proposal writing (II) Duration: 02:00 Problem-solving class		Data Science. Reading comprehension Duration: 02:00 Problem-solving class	Oral presentations Group work Continuous assessment Duration: 15:00
10	Computing and Ethics. Research proposal writing (III) Duration: 02:00 Problem-solving class		Computing and Ethics. Listening comprehension. Duration: 02:00 Problem-solving class	
11	Computing and Ethics. Research proposal writing (IV) Duration: 02:00 Problem-solving class		Computing and Ethics. Reading comprehension. Duration: 02:00 Problem-solving class	

12	The Future of Internet. Providing feedback on oral presentations Duration: 02:00 Problem-solving class		The Future of Internet. Listening comprehension Duration: 02:00 Problem-solving class	
13	The Future of Internet. Suprasegmental features of discourse: stress, rhythm, and intonation. Compiling a bibliography reference list Duration: 02:00 Problem-solving class		The Future of Internet. Reading comprehension Duration: 02:00 Problem-solving class	
14	Review Duration: 02:00 Problem-solving class			Final exam (continuous assessment) Written test Continuous assessment Duration: 02:00 Written assignment: Research Proposal Group work Continuous assessment Duration: 25:00
15				
16				
17				Final exam (for those students NOT following the continuous assessment option): Written exam Written test Final examination Duration: 02:00 Final exam (for those students NOT following the continuous assessment option): Written research proposal Individual work Final examination Duration: 00:00 Final exam (for those students NOT following the continuous assessment option): Oral presentation Individual presentation Final examination Duration: 00:10

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
9	Oral presentations	Group work	Face-to-face	15:00	25%	5 / 10	CG-13/CE55 CG-6 CG-7:10/16/17 CG-24/25/26/27
14	Final exam (continuous assessment)	Written test	Face-to-face	02:00	50%	5 / 10	CG-13/CE55 CG-6 CG-7:10/16/17 CG-24/25/26/27
14	Written assignment: Research Proposal	Group work	No Presential	25:00	25%	5 / 10	CG-6 CG-7:10/16/17 CG-24/25/26/27

8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final exam (for those students NOT following the continuous assessment option): Written exam	Written test	No Presential	02:00	60%	5 / 10	CG-6 CG-7:10/16/17 CG-24/25/26/27 CG-13/CE55
17	Final exam (for those students NOT following the continuous assessment option): Written research proposal	Individual work	No Presential	00:00	20%	5 / 10	CG-13/CE55 CG-24/25/26/27 CG-6
17	Final exam (for those students NOT following the continuous assessment option): Oral presentation	Individual presentation	No Presential	00:10	20%	5 / 10	CG-24/25/26/27 CG-13/CE55

8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

8.2. Assessment criteria

A) In the **continuous assessment option**, students will be evaluated as follows:

1. research proposal in pairs or groups of up to 3 students (25%) - 4 pages, about 1500 words
2. oral presentation in pairs or groups of up to 3 students (25%) - same topic as the one chosen for the research proposal. Overall duration: 10 min.
3. written exam (50%)

To be entitled to the continuous assessment option, students will have to attend at least 50% of the sessions of the course. This involves active participation in the activities and discussions proposed in class, and/or submission of tasks via Moodle or handed-in in class.

B) The **final assessment option** will consist of:

1. a final written exam (60%)
2. individual research proposal (20%) - 4 pages, about 1500 words
3. individual oral presentation (20%) - same topic as the one chosen for the research proposal. Duration: 7 min. Time & place: on site, on the final exam date, right after the exam.

IMPORTANT NOTE: It is a necessary precondition to submit the research proposal and the power point of the presentation 5 days before the official exam date to be able to take the final exam. The submission will be done via Moodle in a "Moodle task" created for that purpose and announced in due time.

For both options, A) and B), the final score will be the result of averaging out the sum of the marks obtained in the compulsory assignments specified above (namely, research proposal, oral presentation, and exam), only if they are above the minimum score specified in the assessment table.

If a student fails only the exam and passes the assignments (research proposal and oral presentation), he or she will only have to take the exam in the extraordinary call. The marks of the assignments will be kept.

If a student fails one or both of the two assignments, but passes the exam, both assignments will need to be re-submitted (but the exam will not need to be retaken).

In the **research proposal assignment**, students will be asked to identify a research gap or or problem and analyze it from a research perspective accounting for:

- a) motivation and background (state-of-the-art) for the research
- b) proposed innovation;
- c) description of the idea/project;
- d) potential impact and limitations of the research;
- e) outline programme of the work (path forward) and future lines;
- f) list of references.

The extension of the proposal will be of around 3-4 pages approx. (1500 words aprox.). A standard font should be used, preferably 12-point Times New Roman or Arial, with 1,5 line spacing.

The **oral presentation** will be evaluated according to the following criteria (amongst others): appropriateness to the audience; use of attention-getting devices; structure and cohesion; sufficient variation in tone and enthusiasm; fluent pattern of speech; appropriate use of time connectors and signposts; use of specialized vocabulary and definitions of key terms unfamiliar to the audience; correct use of grammar and complex expressions; appropriate pace; eye contact and adequate use of body language; effective use of visual aids; accurate timing, interaction with the audience; correct pronunciation and intonation.

A **power point presentation** will be required to support the oral presentation, and will need to be submitted alongside the research proposal (task in Moodle will be created to this effect and timely notified to students).

Scoring rubrics for oral presentations collecting these and other important criteria to be taken into account in the evaluation process will be made available to the students.

For group presentations (continuous assessment) presentations should take 10 min. in total, and for individual presentations (final exam option), the duration should be 7 min.

Note that students holding a B1 certificate must present a B2 certificate no later than 5 working days before the exam.

9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
See Moodle of the course	Web resource	UPDATED INFORMATION AND RESOURCES IN THE MOODLE PLATFORM OF THE COURSE.