



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

**105000046 - Building up communications skills**

### DEGREE PROGRAMME

10II - Grado En Ingenieria Informatica

### ACADEMIC YEAR & SEMESTER

2018/19 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	105000046 - Building up communications skills
<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>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	10II - Grado en ingenieria informatica
<b>Centre</b>	10 - Escuela Tecnica Superior de Ingenieros Informaticos
<b>Academic year</b>	2018-19

## 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>
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 recommended to take the subject

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### 3.1. Recommended (passed) subjects

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

### 3.2. Other recommended learning outcomes

- It is advisable to have a B1 in English

## 4. Skills and learning outcomes \*

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### 4.1. Skills to be learned

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

### 4.2. Learning outcomes

RA280 - Obtención de las competencias lingüísticas comunicativas (comprensión, expresión, etc.) habladas y escritas en entornos académicos/profesionales nacionales/internacionales.

\* 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.

## 5. Brief description of the subject and syllabus

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### 5.1. Brief description of the subject

The main objective of this course is to prepare students for a B2 level in the TOIEC exam, with emphasis on listening and reading skills.

Students seeking to obtain the B2 level are strongly encouraged to register in this course, as this is the required minimum level to enroll in the compulsory course "English for Professional and Academic Communication" (in 7th and 8th semesters).

All students at Universidad Politécnica de Madrid have the chance to take the TOEIC exam (listening and reading skills) under the SAI (Sistema de Acreditación Interna) scheme, to obtain a certificate of this level, should they need it.

The course book will be announced to the students at the beginning of the course.

### 5.2. Syllabus

1. Careers. Professions, recruitment and training
2. Workplaces: Offices, technology, facilities
3. Communications: News, internet, broadcasting
4. Retailing: Stores, products, services
5. Industry: Production, construction, automation
6. Trade: Markets, shipping, import and export
7. Leisure: Entertainment, recreation, culture
8. Money: Banking, budgets, investment
9. Travel: Tourism, transport, accommodation
10. Environment: Weather, natural resources, architecture
11. Health: Nutrition, medicine, fitness

## 6. Schedule

### 6.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	<b>Introduction to the course</b> Duration: 01:00 Lecture			
2	<b>Unit 1</b> Duration: 02:00 Problem-solving class			
3	<b>Unit 2</b> Duration: 02:00 Problem-solving class			
4	<b>Unit 3</b> Duration: 02:00 Problem-solving class			
5	<b>Unit 4</b> Duration: 02:00 Problem-solving class			
6	<b>Unit 5</b> Duration: 02:00 Problem-solving class			
7	<b>Unit 6</b> Duration: 02:00 Problem-solving class			
8	<b>Unit 7</b> Duration: 02:00 Problem-solving class			
9	<b>Unit 8</b> Duration: 02:00 Problem-solving class			
10	<b>Mid-semester exam</b> Duration: 02:00 Problem-solving class			<b>Mid-semester exam (continuous assessment)</b> Written test Continuous assessment Duration: 02:00
11	<b>Unit 9</b> Duration: 02:00 Problem-solving class			
12	<b>Unit 10</b> Duration: 02:00 Problem-solving class			
13	<b>Unit 11</b> Duration: 02:00 Problem-solving class			

14	<b>End-of-semester exam (continuous assessment exam)</b> Duration: 02:00 Additional activities			<b>End-of-semester exam (continuous assessment)</b> Written test Continuous assessment Duration: 02:00
15				
16				
17	<b>Final exam</b> Duration: 02:00 Additional activities			<b>Final exam</b> Written test Final examination Duration: 02:00

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.

## 7. Activities and assessment criteria

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### 7.1. Assessment activities

#### 7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
10	Mid-semester exam (continuous assessment)	Written test	Face-to-face	02:00	40%	5 / 10	CG-24/25/26/27
14	End-of-semester exam (continuous assessment)	Written test	Face-to-face	02:00	60%	5 / 10	CG-24/25/26/27

#### 7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final exam	Written test	Face-to-face	02:00	100%	5 / 10	CG-24/25/26/27

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

No se ha definido la evaluación extraordinaria.

### 7.2. Assessment criteria

In the **continuous assessment option**, students will be evaluated by a mid-term exam taking place in week 10 (40% of the mark), and an end-of-semester exam in week 14 (60% of the mark). Participation in class will be positively considered in the evaluation.

To be entitled to the continuous assessment option, students will have to take both exams, mid-term and end-of-semester exams. The final score will be the result of averaging out the sum of the marks obtained in both exams, only if the mark is above 5 (as specified in the assessment table). Otherwise, the student will automatically join the "final assessment" group and take the exam in the official date established by the University for final exams.

As for the **final assessment option**, it will consist of a final written exam. Those students who choose the final assessment option will have to timely inform their tutor (before the end of teaching week 3).



## 8. Teaching resources

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### 8.1. Teaching resources for the subject

Name	Type	Notes
How English works	Bibliography	
A Practical English Grammar	Bibliography	
Diccionarios español-inglés, inglés español	Bibliography	
OXFORD TACTICS. TOEIC LISTENING AND READING TEST	Bibliography	
BBC learnign English	Web resource	
The Voice of America	Web resource	
Target score. A communicative course for TOEIC Test preparation.	Bibliography	