INTERNATIONAL CAMPUS OF EXCELLENCE

POLITÉCNICA

E.T.S. de Ingenieria y Sistemas de Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

595030371 - Introduction to professional and academic communication II

DEGREE PROGRAMME

59SC - Grado En Ingenieria De Sistemas De Telecomunicacion

ACADEMIC YEAR & SEMESTER

2018/19 - Semester 1

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Learning guide

1. Description

1.1. Subject details

Name of the subject	595030371 - Introduction to professional and academic communication II
No of credits	3 ECTS
Type	Optional
Academic year ot the programme	Third year
Semester of tuition	Semester 5
Tuition period	September-January
Tuition languages	English
Degree programme	59SC - Grado en ingenieria de sistemas de telecomunicacion
Centre	59 - Escuela Tecnica Superior de Ingenieria y Sistemas de Telecomunicacion
Academic year	2018-19

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Inmaculada Alvarez De Mon Rego (Subject coordinator)	4304	inmaculada.alvarezdemon@ upm.es	Sin horario. Pendiente de confirmación

* 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

3.1. Recommended (passed) subjects

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

3.2. Other recommended learning outcomes

- Nivel B1 de lengua inglesa

4. Skills and learning outcomes *

4.1. Skills to be learned

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.

4.2. Learning outcomes

RA286 - Tomar notas de exposiciones orales como conferencias, reuniones, debates o documentos en lengua inglesa

RA299 - Utilizar el diccionario bilingüe y monolingüe.

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

RA301 - Escribir un texto en lengua inglesa a partir de la información seleccionada.

* 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.

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5. Brief description of the subject and syllabus

5.1. Brief description of the subject

The aim of the subject is to prepare students for B2 level in English focusing on listening, vocabulary and grammatical correctness.

5.2. Syllabus

1. Language and Communication

    1.1. Vocabulary related to images, voice and sound

    1.2. Language and culture

    1.3. Using the passive voice in technical communication

    1.4. Asking questions

2. Telling a personal story and reflecting tradition

    2.1. The vocabulary related to telling stories, both personal and related to historical events

    2.2. Narration and how to talk about the past

    2.3. Reported speech

    2.4. Giving an opinion and judging

3. Progress and Technology

    3.1. Vocabulary related to technology and economic development

    3.2. Expressing hypotheses and talking about future events

    3.3. Article Usage

    3.4. Describing objects and processes

4. Personal Relations and the expression of emotion

    4.1. Expressing likes and dislikes

    4.2. Use of Modal verbs

    4.3. Comparing things and giving an evaluative statement

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4.4. Verbs followed by infinitive or -ing

5. Describing a system and a procedure

5.1. The language of instructions

5.2. Prepositonal and phrasal verbs

5.3. Expressing sequence

5.4. Verbs for actions and movements

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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	**Article usage; colours and shapes; Describing systems Passive voice; Making questions. Listening task** Duration: 02:00 Problem-solving class			
2	**State and action verbs; Use of verbs: ways of speaking; listen and hear. Reading task Listening task.** Duration: 02:00 Problem-solving class			
3	**Reported speech: statements, questions, requests and commands;count and non-count nouns., Past simple and past continuous. Listening task.** Duration: 02:00 Problem-solving class			
4	**Abstract nouns common in business and trade; expressing wishes. Relative clauses: defining and non-defining; Telephone conversations. Listening task.** Duration: 02:00 Problem-solving class			
5	**Use of verbs: make and do; would and had. Conditional sentences. Actions related to inventions and discoveries. Listening task.** Duration: 02:00 Problem-solving class			
6	**Using modals in explanations. Vocabulary of objects, containers and material Relative clauses: defining and non-defining clauses; reading task. Listening task.** Duration: 02:00 Problem-solving class			
7	**Speculating in the past; Telling about experiences and feelings. Regular past actions with would. Listening task.** Duration: 02:00 Problem-solving class			
8	**Expressing events in the past and deductions. Regular past actions with would. Reading task. Listening task.** Duration: 02:00 Problem-solving class			

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9	**Portfolio submission. Test 1** Duration: 02:00 Additional activities			**Portfolio (Activities carried out in class and workbook)** Individual work Continuous assessment Duration: 00:00 **Test 1** Written test Continuous assessment Duration: 02:00
10	**Comparing and contrasting; Verbs followed by -ing and infinitive with to. Describing the meaning of words and dealing with definitions.** Duration: 02:00 Problem-solving class			
11	**General statements. Verbs followed by prepositions. Expressing affection and enthusiasm. Reading task. Listening task.** Duration: 02:00 Problem-solving class			
12	**Present perfect with for and since. Expressing likes and dislikes. The language of sports and hobbies. Listening task.** Duration: 02:00 Problem-solving class			
13	**Talking about books and films. Review of of verb tenses. Synonyms. Reflexive pronouns. Listening Task.** Duration: 02:00 Problem-solving class			
14	**Recapitulation. Reading task. Listening task.** Duration: 02:00 Problem-solving class			
15	**Portfolio submission. Test 2** Duration: 02:00 Additional activities			**Test 2** Written test Continuous assessment Duration: 02:00 **Portfolio (Activities carried out in class and workbook)** Individual work Continuous assessment Duration: 00:00
16	**Portfolio submission and recapitulation** Duration: 02:00 Cooperative activities			**Evaluación final** Written test Final examination Duration: 04:00
17				

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.

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

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7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
9	Test 1	Written test	Face-to-face	02:00	40%	5 / 10	CG 12
9	Portfolio (Activities carried out in class and workbook)	Individual work	Face-to-face	00:00	10%	5 / 10	
15	Test 2	Written test	Face-to-face	02:00	40%	5 / 10	CG 12
15	Portfolio (Activities carried out in class and workbook)	Individual work	Face-to-face	00:00	10%	5 / 10	

7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	Evaluación final	Written test	Face-to-face	04:00	100%	5 / 10	CG 12

7.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

7.2. Assessment criteria

Continuous assessment: Two tests and a portfolio (activities carried out in class and workbook). It is a requirement to pass the tests and show progress along the course, especially in the listening skill.

Assessment through an only final exam. Students must show proficiency at the intermediate level required in grammatical accuracy, vocabulary, and listening.

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8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Cd	Equipment	Equipo de audio
ordenador con conexión a Internet	Equipment	Diccionarios on line
grabadora	Equipment	Programa de grabación.