



POLITÉCNICA

CAMPUS
DE EXCELENCIA
INTERNACIONAL

PROCESO DE
COORDINACIÓN DE LAS
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros
Informaticos

ANX-PR/CL/001-01

GUÍA DE APRENDIZAJE

ASIGNATURA

105000011 - English for professional and academic communication

PLAN DE ESTUDIOS

10II - Grado En Ingenieria Informatica

CURSO ACADÉMICO Y SEMESTRE

2018/19 - Segundo semestre

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1. Datos descriptivos

1.1. Datos de la asignatura

Nombre de la asignatura	105000011 - English for professional and academic communication
No de créditos	6 ECTS
Carácter	Obligatoria
Curso	Cuarto curso
Semestre	Séptimo semestre
Período de impartición	Febrero-Junio
Idioma de impartición	Castellano
Titulación	10II - Grado en ingeniería informatica
Centro en el que se imparte	10 - Escuela Tecnica Superior de Ingenieros Informaticos
Curso académico	2018-19

2. Profesorado

2.1. Profesorado implicado en la docencia

Nombre	Despacho	Correo electrónico	Horario de tutorías *
Paula Perez Sobrino	5217	paula.perez.sobrino@upm.es	M - 12:00 - 15:00 J - 12:00 - 15:00
Elena Montiel Ponsoda (Coordinador/a)	5215	elena.montiel@upm.es	M - 12:00 - 15:00 J - 12:00 - 15:00
Jelena Bobkina	5217	jelena.bobkina@upm.es	X - 10:00 - 15:00 J - 14:00 - 15:00

* Las horas de tutoría son orientativas y pueden sufrir modificaciones. Se deberá confirmar los horarios de tutorías con el profesorado.

3. Requisitos previos obligatorios

3.1. Asignaturas previas requeridas para cursar la asignatura

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- Nivelacion b2 en lengua inglesa

- Nivelación b1 en lengua inglesa

3.2. Otros requisitos previos para cursar la asignatura

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

4. Conocimientos previos recomendados

4.1. Asignaturas previas que se recomienda haber cursado

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

4.2. Otros conocimientos previos recomendados para cursar la asignatura

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

5. Competencias y resultados de aprendizaje

5.1. Competencias

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. Resultados del aprendizaje

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.

6. Descripción de la asignatura y temario

6.1. Descripción de la asignatura

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. Temario de la asignatura

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. Cronograma

7.1. Cronograma de la asignatura *

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Otra actividad presencial	Actividades de evaluación
1	Introduction to the course Duración: 02:00 LM: Actividad del tipo Lección Magistral		The History of ICT Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
2	The History of ICT. Effective oral presentations (I) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		The History of ICT. Reading comprehension. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
3	The History of ICT. Effective oral presentations (II) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		The History of ICT. Listening presentation. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
4	Software Engineering. Effective presentations (III) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Software Engineering. Listening comprehension. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
5	Software Engineering. Effective presentations (IV) Duración: 00:00 PR: Actividad del tipo Clase de Problemas		Software Engineering. Reading comprehension. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
6	Artificial Intelligence. Introduction to the research proposal (I) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Artificial Intelligence. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
7	Artificial Intelligence. Introduction to the research proposal (II) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Artificial Intelligence. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
8	Data Science. Research proposal writing (I) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Data Science. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
9	Data Science. Research proposal writing (II) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Data Science. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	Oral presentations TG: Técnica del tipo Trabajo en Grupo Evaluación continua Duración: 15:00
10	Computing and Ethics. Research proposal writing (III) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Computing and Ethics. Listening comprehension. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
11	Computing and Ethics. Research proposal writing (IV) Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Computing and Ethics. Reading comprehension. Duración: 02:00 PR: Actividad del tipo Clase de Problemas	

12	The Future of Internet. Providing feedback on oral presentations Duración: 02:00 PR: Actividad del tipo Clase de Problemas		The Future of Internet. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
13	The Future of Internet. Suprasegmental features of discourse: stress, rhythm, and intonation. Compiling a bibliography reference list Duración: 02:00 PR: Actividad del tipo Clase de Problemas		The Future of Internet. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
14	Review Duración: 02:00 PR: Actividad del tipo Clase de Problemas			Final exam (continuous assessment) EX: Técnica del tipo Examen Escrito Evaluación continua Duración: 02:00 Written assignment: Research Proposal TG: Técnica del tipo Trabajo en Grupo Evaluación continua Duración: 25:00
15				
16				
17				Final exam (for those students NOT following the continuous assessment option): Written exam EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Duración: 02:00 Final exam (for those students NOT following the continuous assessment option): Written research proposal TI: Técnica del tipo Trabajo Individual Evaluación sólo prueba final Duración: 00:00 Final exam (for those students NOT following the continuous assessment option): Oral presentation PI: Técnica del tipo Presentación Individual Evaluación sólo prueba final Duración: 00:10

Las horas de actividades formativas no presenciales son aquellas que el estudiante debe dedicar al estudio o al trabajo personal.

Para el cálculo de los valores totales, se estima que por cada crédito ECTS el alumno dedicará dependiendo del plan de estudios, entre 26 y 27 horas de trabajo presencial y no presencial.

* El cronograma sigue una planificación teórica de la asignatura y puede sufrir modificaciones durante el curso.

8. Actividades y criterios de evaluación

8.1. Actividades de evaluación de la asignatura

8.1.1. Evaluación continua

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
9	Oral presentations	TG: Técnica del tipo Trabajo en Grupo	Presencial	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)	EX: Técnica del tipo Examen Escrito	Presencial	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	TG: Técnica del tipo Trabajo en Grupo	No Presencial	25:00	25%	5 / 10	CG-6 CG-7:10/16/17 CG-24/25/26/27

8.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Final exam (for those students NOT following the continuous assessment option): Written exam	EX: Técnica del tipo Examen Escrito	No Presencial	02:00	60%	5 / 10	CG-13/CE55 CG-6 CG-7:10/16/17 CG-24/25/26/27
17	Final exam (for those students NOT following the continuous assessment option): Written research proposal	TI: Técnica del tipo Trabajo Individual	No Presencial	00:00	20%	5 / 10	CG-13/CE55 CG-6 CG-24/25/26/27
17	Final exam (for those students NOT following the continuous assessment option): Oral presentation	PI: Técnica del tipo Presentación Individual	No Presencial	00:10	20%	5 / 10	CG-13/CE55 CG-24/25/26/27

8.1.3. Evaluación convocatoria extraordinaria

No se ha definido la evaluación extraordinaria.

8.2. Criterios de evaluación

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 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. Recursos didácticos

9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
See Moodle of the course	Recursos web	UPDATED INFORMATION AND RESOURCES IN THE MOODLE PLATFORM OF THE COURSE.