



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingenieros de
Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

95000011 - English For Academic And Professional Communication 1. Reading And Writing Skills

DEGREE PROGRAMME

09TT - Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion

ACADEMIC YEAR & SEMESTER

2019/20 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	95000011 - English For Academic And Professional Communication 1. Reading And Writing Skills
No of credits	3 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3
Tuition period	September-January
Tuition languages	English
Degree programme	09TT - Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion
Centre	09 - Escuela Tecnica Superior de Ingenieros de Telecomunicacion
Academic year	2019-20

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Maria De La Nava Maroto Garcia (Subject coordinator)	C-204	mariadelanava.maroto@upm.es	Sin horario. To be confirmed
M.del Mar Duque Garcia		mariadelmar.duque@upm.es	Sin horario. To be confirmed

Miguel Sanchez Ibañez		miguel.sanchezi@upm.es	Sin horario. To be confirmed
Javier Herrero Ruiz		javier.herrero@upm.es	Sin horario. To be confirmed
Cristina Zimbroianu		cristina.zimbroianu@upm.es	Tu - 13:00 - 16:00

* 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

-
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- Nivelacion B2 en Lengua Inglesa

3.2. Other required learning outcomes

The subject - other required learning outcomes, are not defined.

4. Skills and learning outcomes *

4.1. Skills to be learned

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

4.2. Learning outcomes

RA678 - Ability to express orally and in writing their personal viewpoint, in an accurate, coherent and clear manner. CG6-CG8

RA677 - Ability to recognize scientific and technical register. Ability to recognize the structure of academic and scientific-technical texts, together with their rhetorical functions. CG6-CG8

RA676 - Ability to present accurately and clearly, both written and orally, text summaries, conferences, talks and listenings. CG6-CG8

RA675 - Ability to recognize discursive, lexical, grammatical and stylistic characteristics of the scientific-technical text, and ability to use them in the production of written texts. CG6-CG8

RA31 - Capacidad de trabajo en grupo

RA30 - Capacidad de comunicación, tanto oral como escrita, en entornos multilingües

* 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

5.1. Brief description of the subject

Theoretical sessions: teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension for the students.

Guided practical sessions: besides theory, a varied range of activities will be carried out, both individually and in groups (class workgroups will be set up at the beginning of the semester). Some activities will be focused on finding mistakes in texts, reading specialized papers, reports and articles extracted from general and specialized journals, as well as many other tasks related to the understanding and the creation of written texts about telecommunication-related issues.

Practical sessions (both with previous preparation and spontaneous): in-class debates on controversial ethical and professional issues. Note-taking exercises from technical lectures in English (both live and recorded).

Attendance and active participation in academic seminars and lectures held at the ETSI de

Telecomunicación: students will have to write summaries in English about those events.

Individual and group assignments: students will have to hand in different assignments along the semester, such as summaries, abstracts, essays, descriptions, project proposals, letters of motivation, and so on.

Office hours: they will be organized according to the University regulations in force, and besides that, students will be able to contact their teachers via email. English is welcome as the main language to be used both in emails and during office hours.

Through the reading comprehension of specialized texts in the field of telecommunication, students will get familiarized with the terminology of the field.

5.2. Syllabus

1. 1. General Characteristics of formal academic (scientific) and professional technical writing (week 1)
 - 1.1. Accuracy, objectivity, clarity, conciseness, organization, correctness, style
 - 1.2. Lexical, grammatical, morphosyntactic & functional features
2. Analysis of Purpose, Audience, Register, Tone and Vocabulary (week 2)
3. Technical and scientific Style (weeks 3, 4)
 - 3.1. Formal vs. informal Style: contrastive analysis with technical and business documents
4. General Overview of academic and technical texts (weeks 5, 6, 7 and 8)
 - 4.1. The Paragraph Structure
 - 4.2. The Academic and Technical Text Structure
 - 4.2.1. Organizational structure
 - 4.2.2. Introduction and conclusion techniques
 - 4.3. Developing Paragraph and Textual Patterns
 - 4.4. Clarity, Conciseness and Accuracy
5. Rhetorical Functions (weeks 9, 10 and 11)
 - 5.1. Definition
 - 5.2. Classification
 - 5.3. Physical description

5.4. Process description

6. Academic and Professional Documents (Weeks 12, 13 and 14)

6.1. The Letter of Application/ Letter of Motivation

6.2. The abstract in academic and technical documents (final year project, project proposals, research papers)

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	<p>Course introduction. Programme and tasks to be handed in throughout the course. Duration: 01:00 Lecture</p> <p>General Characteristics of formal academic (scientific) and professional technical writing. Reading and debate. Duration: 01:00 Problem-solving class</p>			
2	<p>Analysis of Purpose, Audience, Register, Tone and Vocabulary Duration: 02:00 Problem-solving class</p>			<p>Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00</p>
3	<p>Technical and Scientific Style (1) Duration: 02:00 Problem-solving class</p>			<p>TASK 4: Explanation of the final project proposal. To be handed in in week 15. Group work Continuous assessment Duration: 00:00</p>
4	<p>Technical and Scientific Style (2) Duration: 02:00 Problem-solving class</p>			<p>Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00</p>
5	<p>General overview of academic and technical texts: Structuring the Paragraph Duration: 02:00 Problem-solving class</p>			<p>TASK 1 (COMPULSORY): DEADLINE 1.1. Contrastive analysis of texts with different degrees of expertise 1.2. Search, analysis and translation of terms Group work Continuous assessment Duration: 02:00</p>
6	<p>General overview of academic and technical texts: Developing paragraph and Textual Patterns Duration: 02:00 Problem-solving class</p>			<p>TASK 4: Decide the topic for your final project and hand in a brief description of the topic. Group work Continuous assessment Duration: 01:00</p>
7	<p>Clarity, conciseness and accuracy (1) Duration: 02:00 Problem-solving class</p>			<p>Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00</p>
8	<p>Clarity, conciseness and accuracy (2) Duration: 02:00 Problem-solving class</p>			<p>TASK 2: OPTIONAL INDIVIDUAL WORK Attendance and summary of a conference held at the School. Individual work Continuous assessment Duration: 04:00</p>

9	Rhetorical functions (1): Definition Duration: 02:00 Problem-solving class			Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00
10	Rhetorical functions (2): Classification Duration: 02:00 Problem-solving class			
11	Rhetorical functions (3): Physical description and process description Duration: 02:00 Problem-solving class			Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00
12	Academic and professional documents (1): The letter of application / motivation. Duration: 02:00 Problem-solving class			TASK 3 (COMPULSORY): DEADLINE Physical and functional description of a telecommunications system. Group presentation Continuous assessment Duration: 04:00
13	Academic and professional documents (2): The abstract in final year projects, research papers and technical reports. Duration: 02:00 Problem-solving class			Reading comprehension and exercises. Individual work Continuous assessment Duration: 02:00
14	Academic and professional documents (2): The abstract in final year projects, research papers and technical reports. Duration: 02:00 Problem-solving class			
15				TASK 4 (COMPULSORY) DEADLINE Writing of a project proposal about social challenges. Group work Continuous assessment Duration: 04:00 Written exam. Reading comprehension and writing. Problem-solving test Continuous assessment Duration: 02:00
16				
17				Final exam: written exam consisting of a reading comprehension and a writing test (including exercises on the specific aspects of scientific and technical texts). 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

7.1. Assessment activities

7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
2	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
3	TASK 4: Explanation of the final project proposal. To be handed in in week 15.	Group work	Face-to-face	00:00	%	/ 10	CG6 CG8
4	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
5	TASK 1 (COMPULSORY): DEADLINE 1.1. Contrastive analysis of texts with different degrees of expertise 1.2. Search, analysis and translation of terms	Group work	No Presential	02:00	5%	5 / 10	CG6 CG8
6	TASK 4: Decide the topic for your final project and hand in a brief description of the topic.	Group work	Face-to-face	01:00	%	/ 10	
7	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
8	TASK 2: OPTIONAL INDIVIDUAL WORK Attendance and summary of a conference held at the School.	Individual work	No Presential	04:00	5%	5 / 10	CG6 CG8
9	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
11	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
12	TASK 3 (COMPULSORY): DEADLINE Physical and functional description of a telecommunications system.	Group presentation	No Presential	04:00	10%	5 / 10	CG6 CG8
13	Reading comprehension and exercises.	Individual work	No Presential	02:00	%	/ 10	CG6 CG8

15	TASK 4 (COMPULSORY) DEADLINE Writing of a project proposal about social challenges.	Group work	No Presential	04:00	20%	5 / 10	CG6 CG8
15	Written exam. Reading comprehension and writing.	Problem-solving test	Face-to-face	02:00	60%	5 / 10	CG6 CG8

7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final exam: written exam consisting of a reading comprehension and a writing test (including exercises on the specific aspects of scientific and technical texts).	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Final exam: written exam consisting of a reading comprehension and a writing test (including exercises on the specific aspects of scientific and technical texts).	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

7.2. Assessment criteria

Students will be qualified through continuous evaluation by default. According to the Normativa de Evaluación del Aprendizaje de la Universidad Politécnica de Madrid, students willing to renounce to continuous evaluation must **send it by email to the coordinator of the subject before September 30th.**

Evaluation will assess if students have acquired all the competences of the subject. Thus, evaluation through final assessment will be carried out considering all the evaluation techniques used in continuous evaluation (EX, ET, TG, etc.), and will be celebrated in the exam period approved by Junta de Escuela for the current academic semester and year. Evaluation activities that assess learning outcomes that cannot be evaluated through a single exam can be carried out along the semester.

Extraordinary examination will be carried out exclusively by the final examination method.

Continuous evaluation criteria.

The course will be assessed applying the following criteria:

- Mandatory individual or group assignments, class attendance and active participation (40%)
- Written exam regarding the theoretical and practical aspects of the course contents (60%)

In the written exam, both the reading and writing sections must have a minimum score of 5/10 in order to pass the course.

Class attendance is compulsory. A maximum of 3 justified absences are allowed.

Only those students who have attended the course on a regular basis and who have taken part in all the activities and handed in all the proposed assignments are entitled to be assessed through continuous evaluation.

Criteria for the assessment through final examination

The course will be evaluated applying the following criteria:

- Final examination (100%)

Students must submit a resignation form via an **e-mail addressed to the course coordinator expressly giving up continuous assessment** during the first three weeks after the course begins (before September 30th).

Those students opting for continuous assessment who do not fit the requirements (3 or more absences, not handing in compulsory assignments, etc.) will not be admitted to the continuous assessment exams and should opt for the final examination.

In the written exam, both the reading and writing sections must have a minimum score of 5/10 in order to pass the course.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Bailey, S.	Bibliography	(2010) Academic Writing. A Handbook for International Students. Second Edition. Routledge.
Bombardó Solés, C., Aguilar, M. Barahona, C.	Bibliography	(2008) Technical Writing Guide for Effective Communication. Ediciones UPC.
Briger, N. & A. Pohl	Bibliography	(2002) Technical English Vocabulary and Grammar. Summertown Publishing. Oxford.
Clandfield, L. & A. Jeffries	Bibliography	(2012): Advanced Coursebook Global. Macmillan.
De Chazal, E. & J. Moore	Bibliography	(2013) Oxford EAP Advanced/C1. A course in English for Academic Purposes. Oxford University Press.

Doherty, M., Knapp, L., and Swift, S.	Bibliography	(1987): Write for Business. Skills for effective Report Writing in English. Longman.
Dudley-Evans, T. St. John. M.J.	Bibliography	(1998) Developments in English for Specific Purposes. Cambridge University Press.
Duque García, MM	Bibliography	(1993) The Academic Writer's Handbook. 2ª edición. Servicio de Publicaciones de la ETSI de Telecomunicación.
Duque García, MM	Bibliography	(2000) Manual de Estilo: El Arte de Escribir en Inglés científico-técnico. ITP Paraninfo.
Duque, MM. y A. Ibañez	Bibliography	(1994): English Texts for Telecommunication Engineering. 2ª edición. Servicio de Publicaciones de la ETSI de Telecomunicación.
Kenneth J. Pakenham	Bibliography	(2004) Making Connections High Intermediate. A Strategic Approach to Academic Reading and Vocabulary, 2nd Edition. Cambridge University Press.
Markel, MH.	Bibliography	(1992): Technical Writing, Situations and Strategies. 3rd Edition. St. Martin's Press. New York.
McCormack, J & J. Slaght	Bibliography	(2006) Extended Writing & Research Skills. University of Reading. Garnet Education.
Remacha Esteras, S.	Bibliography	(2007): Professional English in Use. CUP. Cambridge, England.
Swales, J. M. & Ch. Feak	Bibliography	(2012) Academic Writing for Graduate Students, Essential Tasks and Skills, 3rd Edition. University of Michigan Press.
BBC	Web resource	http://www.bbc.co.uk/
Breaking News (listening)	Web resource	http://www.breakingnewsenglish.com/
English Grammar and Vocabulary	Web resource	http://www.nonstopenglish.com/Default-001.aspx
Linguee	Web resource	http://www.linguee.es/

Merriam Webster Dictionary	Web resource	http://www.merriam-webster.com/
Oxford Collocations Dictionary	Web resource	http://oxforddictionary.so8848.com/
Oxford Learner's Dictionary	Web resource	http://www.oxfordlearnersdictionaries.com/
TED Talks	Web resource	http://www.ted.com/talks
Wordreference Dictionaries	Web resource	http://www.wordreference.com/
Beaumont, D.& C. Granger	Others	(1989): The Heinemann English Grammar. Heinemann. London.
Collins Cobuild English Grammar.	Others	(1990). Birmingham University International Language Database. Collins ELT.
De Devitiis, L. Mariani & K. O'Malley	Others	(1989): English Grammar for Communication. Longman.
Thomson, A.J. & A. V. Martinet	Others	(1986): A Practical English Grammar. OUP

9. Other information

9.1. Other information about the subject

Note 1. The proposed schedule is a theoretical planning and is subject to changes during the course.