



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

2019/20 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	105000046 - Building Up Communications Skills
No of credits	3 ECTS
Type	Optional
Academic year of the programme	Third year
Semester of tuition	Semester 5
Tuition period	September-January
Tuition languages	English
Degree programme	10II - Grado En Ingenieria Informatica
Centre	10 - Escuela Tecnica Superior de Ingenieros Informaticos
Academic year	2019-20

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 recommended to take the subject

3.1. Recommended (passed) subjects

The subject - recommended (passed), are not defined.

3.2. Other recommended learning outcomes

- It is advisable to have a B1 in English

4. Skills and learning outcomes *

4.1. 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-2/CE45 - Capacidad para el aprendizaje autónomo y la actualización de conocimientos, y reconocimiento de su necesidad en el área de la informática.

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

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".

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	Introduction to the course Duration: 02:00 Lecture			
2	Unit 1 Duration: 02:00 Problem-solving class			
3	Unit 2 Duration: 02:00 Problem-solving class			
4	Unit 3 Duration: 02:00 Problem-solving class			
5	Unit 4 Duration: 02:00 Problem-solving class			
6	Unit 5 Duration: 02:00 Problem-solving class			
7	Mid-term review Duration: 02:00 Problem-solving class			
8	Unit 6 Duration: 02:00 Problem-solving class			
9	Unit 7 Duration: 02:00 Problem-solving class			
10	Unit 8 Duration: 02:00 Problem-solving class			
11	Unit 9 Duration: 02:00 Problem-solving class			
12	Unit 10 Duration: 02:00 Problem-solving class			
13	End-of-semester exam (continuous assessment) Duration: 02:00 Problem-solving class			End-of-semester exam (continuous assessment) Written test Continuous assessment Duration: 02:00

14				
15				
16				
17				Final exam 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
13	End-of-semester exam (continuous assessment)	Written test	Face-to-face	02:00	100%	5 / 10	CG-13/CE55 CG-2/CE45 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-13/CE55 CG-2/CE45 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 an end-of-semester exam in the TOEIC test format in week 14 (100% of the mark). Participation in class will be positively considered in the evaluation.

As for the **final assessment option**, it will consist of a final written exam in the TOEIC test format (100% of the mark). Those students who choose the final assessment option will have to timely inform their tutor (before the end of teaching week 2).

8. Teaching resources

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	