



INTERNATIONAL
CAMPUS OF
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COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingeniería y Sistemas
de Telecomunicación

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

595330063 - Introduction To Professional And Academic Communication I

DEGREE PROGRAMME

59ET - Doble Grado En Ing.Electronica De Comunicaciones Y En Ing.Telematica

ACADEMIC YEAR & SEMESTER

2019/20 - Semester 2

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1. Description

1.1. Subject details

Name of the subject	595330063 - Introduction To Professional And Academic Communication I
No of credits	3 ECTS
Type	Optional
Academic year of the programme	Fifth year
Semester of tuition	Semester 10
Tuition period	February-June
Tuition languages	English
Degree programme	59ET - Doble Grado En Ing.electronica De Comunicaciones Y En Ing.telematica
Centre	59 - Escuela Tecnica Superior de Ingenieria y Sistemas de Telecomunicacion
Academic year	2019-20

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)	A 4304	inmaculada.alvarezdemon@upm.es	Sin horario. A determinar al inicio de la impartición de la asignatura.

* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

3. Skills and learning outcomes *

3.1. Skills to be learned

CG 03 - Capacidad para expresarse correctamente de forma oral y escrita y transmitir información mediante documentos y exposiciones en público.

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.

3.2. Learning outcomes

RA665 - Acquire a B2 level of English in grammatical accuracy and listening comprehension

RA524 - Presentar y defender en público propuestas técnicas para resolver problemas

* 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.

4. Brief description of the subject and syllabus

4.1. Brief description of the subject

Optional subject devoted to getting the B2 level in English as required by the Polytechnic University.

4.2. Syllabus

1. Greetings
 - 1.1. State and action verbs.
 - 1.2. Present simple and present continuous.
 - 1.3. Subject/object questions.
2. Generalising and giving examples
 - 2.1. Past simple and past continuous.
 - 2.2. Past simple and past perfect.
 - 2.3. Used to and would.
3. Requests and offers.
 - 3.1. Future forms: will and be going to
 - 3.2. So and such.
 - 3.3. Real conditionals.
4. Starting a conversation
 - 4.1. Present perfect and past simple.
 - 4.2. Present perfect with yet and already
 - 4.3. Modals of deduction
 - 4.4. Somebody, anybody, nobody and everybody
5. Giving advice and warnings
 - 5.1. Modals of obligation and permission
 - 5.2. Past modals of obligation
 - 5.3. Present perfect simple and continuous, for and since.
 - 5.4. Separable phrasal verbs

5. Schedule

5.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	Greetings; intonation and different meanings; state and action verbs (present tenses); speaking about stories and films. English for specific purposes; present simple and present continuous; speaking about languages. Duration: 02:00			
2	Questions review; collocations for describing places; qualifying and selecting. Reading and speaking: towards a definition of culture; subject/object questions. Duration: 02:00			
3	Making recommendations; Global English, Global review and study skills. Writing a report; making additional points; preparing to write; writing. Duration: 02:00			
4	Socializing; past perfect and past simple. Definitions; past simple and past continuous; ing/-end adjectives; word stress. Writing a narrative: complex sentences, preparing to write; writing. Duration: 02:00			
5	Modifiers, degree adjectives and word stress. Prepositions; used to and would. Generalizing and giving examples; global review; study skills. Duration: 02:00			
6	Planning and itinerary; future plans and intentions. Giving opinions; will and be going to for predictions. Duration: 02:00			
7	Review about grammatical doubts. Duration: 02:00			

8				<p>Test 1</p> <p>Continuous assessment Duration: 01:30</p> <p>Portfolio and Workbook submission.</p> <p>Continuous assessment Duration: 00:00</p>
9	<p>Análisis y revisión de los errores detectados en el examen realizado. Requests and offers, Global review; study skills. Writing a formal letter, preparing to write; writing. Duration: 01:00</p> <p>Talking about the weather; expressing contrast. Words to describe statistics, real conditionals Duration: 01:00</p>			
10	<p>Starting a conversation; present perfect: questions and answers. Telling about facts, contrastive stress. Duration: 02:00</p>			
11	<p>Discriminating cultures; expressions with what; adjective suffixes. Making predictions; modals of deduction. Duration: 02:00</p>			
12	<p>Observe and describe. Profile description skills and positive characteristics. Duration: 02:00</p>			
13	<p>Norms and specifications; modals of obligation and permission. Present perfect for and since; phrasal verbs. Reading to talk about; useful phrases. Duration: 02:00</p>			
14	<p>Follow-up to the previous topic. Introduction to giving information to others; preparing to write; working with mistakes. Giving advice and warnings. Duration: 02:00</p>			
15	<p>Review of article usage and reported speech. Describing images and explaining what has happened . Duration: 02:00</p>			

16	<p>Review about grammatical doubts. Listening for information activities Duration: 02:00</p>			
17				<p>Portfolio and Workbook submission.</p> <p>Continuous assessment Duration: 00:00</p> <p>Test 2</p> <p>Continuous assessment Duration: 01:30</p> <p>Examen escrito y prueba de comprensión oral</p> <p>Final examination Duration: 02:00</p>

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.

6. Activities and assessment criteria

6.1. Assessment activities

6.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	Test 1		Face-to-face	01:30	40%	5 / 10	CG 03 CG 12
8	Portfolio and Workbook submission.		Face-to-face	00:00	10%	5 / 10	
17	Portfolio and Workbook submission.		Face-to-face	00:00	10%	5 / 10	
17	Test 2		Face-to-face	01:30	40%	5 / 10	CG 03 CG 12

6.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Examen escrito y prueba de comprensión oral		Face-to-face	02:00	100%	1 / 10	CG 03 CG 12

6.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

6.2. Assessment criteria

Continuous assessment:

Two tests (8 and 16 weeks) (80%) and a portfolio (activities carried out in class and *Workbook*) (8 and 16 weeks) (20%).

It is a requirement to pass the two tests and show progress along the course, especially in the grammatical accuracy and reading skills.

Assessment through an only final exam:

Student must show proficiency at the intermediate level required in grammatical accuracy, vocabulary and listening skills. (100%).

7. Teaching resources

7.1. Teaching resources for the subject

Name	Type	Notes
Global Intermediate	Bibliography	Libro de texto y de Actividades prácticas
Ordenador, cañón, audio,vídeo y pizarra	Equipment	Recursos disponibles utilizados.
Soundsciber/Diccionarios on-line	Web resource	Software disponible y utilizado.
Sala de vídeo (Biblioteca)	Equipment	Equipamiento disponible y utilizado.

8. Other information

8.1. Other information about the subject