



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingeniería de  
Sistemas Informáticos

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**615000332 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

61CI - Grado en Ingeniería de Computadores

### ACADEMIC YEAR & SEMESTER

2019/20 - Semester 2

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## 1. Description

### 1.1. Subject details

<b>Name of the subject</b>	615000332 - English For Professional And Academic Communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7 Semester 8
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	61CI - Grado en Ingenieria de Computadores
<b>Centre</b>	61 - Escuela Tecnica Superior de Ingenieria de Sistemas Informaticos
<b>Academic year</b>	2019-20

## 2. Faculty

### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
Carola Maria Alvarez-Bolado Sanchez	D-8204	carola.alvarez-bolado@upm.es	Sin horario. Timetable will be established before the semester starts.
Francisca Lopez Hernandez (Subject coordinator)	D-8204	francisca.lopez@upm.es	Sin horario. Timetable will be established before the semester starts.

Jose Luis Llavona Arregui	D-8205	joseluis.llavona@upm.es	Sin horario. Timetable will be established before the semester starts.
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\* 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

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#### 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. Prior knowledge recommended to take the subject

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#### 4.1. Recommended (passed) subjects

- Inglés Nivel Avanzado

#### 4.2. Other recommended learning outcomes

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

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CT13 - Comunicación en lengua inglesa: Ser capaz de comunicare en lengua inglesa en el ámbito profesional.

### 5.2. Learning outcomes

RA492 - The student is able to write specialized-content documents

RA495 - The student is able to collect information from different sources, i.e. lecturers and bibliographic resources

RA496 - The student is able to communicate fluently and accurately in written and oral English in professional and academic environments

RA523 - The student is able to understand complex and abstract ideas

RA493 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

\* 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.

## 6. Brief description of the subject and syllabus

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### 6.1. Brief description of the subject

The course is intended to deal with the different communicative situations both in professional and academic settings. It aims at practising and eventually getting a good command of written and oral communication skills in those environments. The course will use authentic material as models which the students will produce later on their own. After this course the students are able to understand and write different kind of professional and academic documents, participate in meetings and prepare subject-content oral presentations .

## 6.2. Syllabus

### 1. TERMINOLOGY FOR ITs AND ACADEMIC DISCOURSE

- 1.1. Terminology and Lexicology
- 1.2. Specialized Discourse

### 2. PROFESSIONAL WRITING: GENERAL FEATURES

- 2.1. Types of Professional Written Documents
- 2.2. The Paragraph: Basic Structure
- 2.3. Connectors: Discourse Organization

### 3. PROFESSIONAL DOCUMENTS: LETTERS, EMAILS, TECHNICAL REPORTS, MEMOS AND OTHER DOCUMENTS

- 3.1. Emails: Types and Content
- 3.2. Letters: Types and Content
- 3.3. The Technical Report: Purpose, Sections and Content

### 4. ACADEMIC WRITING: GENERAL FEATURES

- 4.1. Academic Genres
- 4.2. The IMRD Structure

### 5. ACADEMIC DOCUMENTS: ABSTRACTS, RESEARCH ARTICLES, DIPLOMA/MASTER PROJECTS

- 5.1. The Abstract
- 5.2. The Research Article (Papers)

### 6. ORAL PROFESSIONAL COMMUNICATION

- 6.1. Features of Oral English: Register, Tone and Rhythm
- 6.2. Non-Verbal Language: Body Language

### 7. ORAL PRESENTATIONS: ACTORS, CONTEXT, LANGUAGE

- 7.1. Structure and Design of Oral Presentations
- 7.2. Multimedia Support for Oral Presentations
- 7.3. Rehearsal

### 8. COMMUNICATIVE FUNCTIONS IN A PROFESSIONAL SETTING

- 8.1. Negotiating

8.2. Agreeing and Disagreeing

8.3. Chairing a Meeting

## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1		<p><b>IT Terminology: general features and technical words in context</b> Duration: 02:00 Cooperative activities</p> <p><b>Identification of technical words in authentic material : listing of words and their translation</b> Duration: 02:00 Cooperative activities</p>		
2		<p><b>Descriptions of defining features of professional documents: genres</b> Duration: 02:00 Cooperative activities</p> <p><b>Paragraph writing: topic sentence and structure</b> Duration: 02:00 Cooperative activities</p>		
3		<p><b>Analysis of professional discourse: tone, language and register</b> Duration: 02:00 Cooperative activities</p> <p><b>Generating ideas</b> Duration: 02:00 Cooperative activities</p>		
4		<p><b>Analysis of professional writing: emails, memos and cover letters</b> Duration: 02:00 Cooperative activities</p> <p><b>Writing different kinds of emails according to purpose</b> Duration: 02:00 Cooperative activities</p>		
5		<p><b>Using connectors as cohesive devices</b> Duration: 02:00 Cooperative activities</p> <p><b>Analysis of professional discourse. Introduction to academic writing</b> Duration: 02:00 Cooperative activities</p>		



6		<p><b>Academic writing: structure and types. Abstracts, papers, critical reviews and technical reports</b> Duration: 04:00 Cooperative activities</p>		
7		<p><b>Analysis of the structure of oral communication: language and genres</b> Duration: 02:00 Cooperative activities</p> <p><b>Analysis of authentic presentations in professional contexts: structure, vocabulary and body language</b> Duration: 02:00 Cooperative activities</p>		
8		<p><b>Oral communication skills (conti.): conventional language structures, presentations and body language</b> Duration: 04:00 Cooperative activities</p>		<p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Continuous assessment Duration: 02:00</p> <p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Final examination Duration: 02:00</p>
9		<p><b>Oral communication skills in a professional setting: "elevator pitch", job interviews</b> Duration: 04:00 Cooperative activities</p>		
10		<p><b>Oral communication skills: identifying roles and responsibilities in professional settings</b> Duration: 04:00 Cooperative activities</p>		<p><b>Submission of a Technical Report</b> Individual work Continuous assessment Duration: 04:30</p> <p><b>Submission of a Technical Report</b> Individual work Final examination Duration: 04:30</p>
11		<p><b>Job meetings: general features and planning. Language structures and vocabulary</b> Duration: 01:00 Cooperative activities</p> <p><b>Practising job meetings: note taking, minutes and agenda</b> Duration: 01:00 Cooperative activities</p>		<p><b>Role playing: simulations of professional activities, i.e. meetings, job interviews, negotiations</b> Group work Continuous assessment Duration: 02:00</p>
12		<p><b>Meetings: chairing a meeting</b> Duration: 02:00 Cooperative activities</p> <p><b>Practising negotiating and networking</b> Duration: 02:00 Cooperative activities</p>		<p><b>FINAL EXAM: Written exam to test the student's competence in writing, listening comprehension and oral production</b> Written test Continuous assessment Duration: 04:00</p>

13		<b>Oral Presentations: rehearsal of Technical Report</b> Duration: 04:00 Cooperative activities		
14				<b>Oral Presentation of the Technical Report</b> Group work Continuous assessment Duration: 04:00  <b>Oral Presentation of the Technical Report</b> Group work Final examination Duration: 04:00
15				
16				
17				<b>FINAL EXAM: Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings)</b> Written test Final examination Duration: 04:00

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 to through experience some unexpected changes along throughout the academic year.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Face-to-face	02:00	20%	4 / 10	CT13
10	Submission of a Technical Report	Individual work	No Presential	04:30	10%	4 / 10	CT13
11	Role playing: simulations of professional activities, i.e. meetings, job interviews, negotiations	Group work	Face-to-face	02:00	20%	2 / 10	CT13
12	FINAL EXAM: Written exam to test the student's competence in writing, listening comprehension and oral production	Written test	Face-to-face	04:00	40%	4 / 10	CT13
14	Oral Presentation of the Technical Report	Group work	Face-to-face	04:00	10%	4 / 10	CT13

#### 8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Face-to-face	02:00	20%	4 / 10	CT13
10	Submission of a Technical Report	Individual work	No Presential	04:30	10%	4 / 10	CT13
14	Oral Presentation of the Technical Report	Group work	Face-to-face	04:00	10%	4 / 10	CT13
17	FINAL EXAM: Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings)	Written test	Face-to-face	04:00	60%	4 / 10	CT13

### 8.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
FINAL EXAM: 1. Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings) . 2. Submission and presentation of a Technical Report .	Written test	Face-to-face	04:00	100%	4 / 10	CT13

### 8.2. Assessment criteria

#### EVALUATION CRITERIA

EXAMINATIONS AND CLASSROOM ACTIVITIES	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment <b>(RA492,RA493,RA496). 20%</b>	3. Writing a Technical Report <b>(RA492,RA493,RA495,RA496,RA523).10%</b>
2. Classroom activities: simulations of job interviews, meetings, negotiations, networking and other role plays in academic and professional settings - <b>(RA495,RA496). 20%</b>	
4. Classroom activity: presentation of Technical Report <b>(RA496). 10%</b>	
5. Final exam of written production and oral comprehension - <b>(RA492,RA493,RA495,RA496,RA523).</b>	

40%

It is **mandatory** for the students in a **continuous evaluation** to take **all the exams** (Mid-term and Final exams) and **accomplish classroom activities** (simulations and oral presentation of the technical report) as well as **submitting the Technical Report** as shown in table 8.1.1. , otherwise he/she cannot get a PASS in the subject.

Regular attendance (70% minimum) will result in a positive overall grade.

### B.- FINAL ASSESSMENT

EXAMINATIONS	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment (RA492,RA493,RA496) . 20%	2. Writing a Technical Report (RA492,RA493,RA495,RA496,RA523) 10%
3. Presentation of Technical Report - (RA496) . 10%	
4. Final exam of writing and oral comprehension and role playing in different academic and professional settings (RA492,RA493,RA495,RA496) . 60%	

Those students who apply for **final assessment** - "Solo prueba final"- should take the **Mid-term exam** scheduled for the **8th week** as well as submit their **Technical Report** and prepare their **oral presentation** of it **prior to their final exam**. These students are reminded that these activities and exam are scheduled as specified in table 8.1.2.

### C.- RE-SIT EXAMINATION

EXAMINATION	NON-CONTACT ACTIVITY
1. Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings) (RA492,RA493,RA495,RA496,RA523). 80%	2. Writing a Technical Report (RA492,RA493,RA495,RA496). 10%

3. Presentation of Technical Report - <b>(RA496)</b> . 10%	
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Learning outcomes (RAs) are associated to each of the exams and activities.

Students are reminded to apply for "solo prueba final" before the last day of the first month once the semester starts.

## 9. Teaching resources

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### 9.1. Teaching resources for the subject

Name	Type	Notes
Bombardo, C.; Aguilar, M.; Barahona, C. (2007): "Technical Writing. A Guide for Effective Communication". Barcelona, Ediciones UPC	Bibliography	Textbook for professional and academic writing
Downer, C. (2013); "Job Hunting". Cambridge. Cambridge University Press	Bibliography	Textbook for writing CVs and dealing with job interviews
Dochao Moreno, L. y Llavona Arregui, J.L. (2002); "Manual de Correspondencia Comercial y Profesional en Inglés Orientada a Alumnos de Inglés para Entornos de Ingeniería"	Bibliography	Textbook for professional writing
Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing	Bibliography	Textbook for negotiation

Taylor, S. (2004); "Model Business Letters, E-mails and Other Business Documents". London: Pearson Education Limited	Bibliography	Textbook for negotiations
Thompson, K. (2007); "English for Meetings". Oxford: Oxford University Press	Bibliography	Textbook for meetings
Godwin, J., Strutt, L. (2008); "Test Your Business Vocabulary in Use. Advanced". Cambridge: Cambridge University Press	Bibliography	Textbook for business vocabulary
<a href="https://moodle.upm.es/titulaciones/oficiales">https://moodle.upm.es/titulaciones/oficiales</a>	Web resource	Moodle of the Universidad Politécnica of Madrid (SPAIN)
Purdue Online Writing Lab	Web resource	Online Writing Lab of Purdue University, Indiana (USA)

## 10. Other information

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### 10.1. Other information about the subject

Students are encouraged to regularly attend classroom activities, i.e. a continuous assessment process, for better results.