



UNIVERSIDAD  
POLITÉCNICA  
DE MADRID

PROCESO DE  
COORDINACIÓN DE LAS  
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros de  
Telecomunicacion

# ANX-PR/CL/001-01

## GUÍA DE APRENDIZAJE

### ASIGNATURA

95000011 - Inglés I

### PLAN DE ESTUDIOS

09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion

### CURSO ACADÉMICO Y SEMESTRE

2020/21 - Primer semestre

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## 1. Datos descriptivos

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### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	95000011 - Inglés I
<b>No de créditos</b>	3 ECTS
<b>Carácter</b>	Obligatoria
<b>Curso</b>	Segundo curso
<b>Semestre</b>	Tercer semestre
<b>Período de impartición</b>	Septiembre-Enero
<b>Idioma de impartición</b>	Inglés/Castellano
<b>Titulación</b>	09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion
<b>Centro responsable de la titulación</b>	09 - Escuela Tecnica Superior de Ingenieros de Telecomunicacion
<b>Curso académico</b>	2020-21

## 2. Profesorado

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### 2.1. Profesorado implicado en la docencia

<b>Nombre</b>	<b>Despacho</b>	<b>Correo electrónico</b>	<b>Horario de tutorías *</b>
Javier Herrero Ruiz		javier.herrero@upm.es	Sin horario. To be confirmed
Maria De La Nava Maroto Garcia (Coordinador/a)	C-204	mariadelanava.maroto@upm.es	Sin horario. To be confirmed

Miguel Sanchez Ibañez		miguel.sanchezi@upm.es	Sin horario. To be confirmed
Cristina Zimbroianu		cristina.zimbroianu@upm.es	M - 13:00 - 16:00
M.del Mar Duque Garcia		mariadelmar.duque@upm.es	Sin horario. To be confirmed

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

### 3. Requisitos previos obligatorios

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#### 3.1. Asignaturas previas requeridas para cursar la asignatura

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- Nivelacion B2 en Lengua Inglesa

#### 3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion no tiene definidos requisitos para esta asignatura.

### 4. Competencias y resultados de aprendizaje

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#### 4.1. Competencias

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

## 4.2. Resultados del aprendizaje

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

## 5. Descripción de la asignatura y temario

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### 5.1. Descripción de la asignatura

**Theoretical sessions:** teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension for the students. Due to the current situation, these sessions will be recorded and will be watched by students before the corresponding practical session.

**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, students will be able to contact their teachers via email. English is welcome as the main language to be used both in e-mails 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. Temario de la asignatura

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 and 13)

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. Cronograma

### 6.1. Cronograma de la asignatura \*

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<b>Course introduction. Programme and tasks to be handed in throughout the course.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral		<b>General Characteristics of formal academic (scientific) and professional technical writing. Reading.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral  <b>Course introduction. Programme and tasks to be handed in throughout the course.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral	
2	<b>Analysis of Purpose, Audience, Register, Tone and Vocabulary</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas		<b>Analysis of Purpose, Audience, Register, Tone and Vocabulary</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral  <b>Analysis of Purpose, Audience, Register, Tone and Vocabulary</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas	<b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00
3	<b>Technical and Scientific Style (1)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas		<b>Technical and Scientific Style (1)</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral  <b>Technical and Scientific Style (1)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas	<b>TASK 4: Explanation of the final project proposal. To be handed in in week 15.</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua Presencial Duración: 00:00
4	<b>Technical and Scientific Style (2)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas		<b>Technical and Scientific Style (1)</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral  <b>Technical and Scientific Style (2)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas	<b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00
5	<b>General overview of academic and technical texts: Structuring the Paragraph</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas		<b>General overview of academic and technical texts: Structuring the Paragraph</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral  <b>General overview of academic and technical texts: Structuring the Paragraph</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas	<b>TASK 1 (COMPULSORY): DEADLINE 1.1. Contrastive analysis of texts with different degrees of expertise 1.2. Search, analysis and translation of terms</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 02:00



6	<p><b>General overview of academic and technical texts: Developing paragraph and Textual Patterns</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>General overview of academic and technical texts: Developing paragraph and Textual Patterns</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>General overview of academic and technical texts: Developing paragraph and Textual Patterns</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>TASK 3: Decide the topic for your final project and hand in a brief description of the topic.</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 01:00</p>
7	<p><b>Clarity, conciseness and accuracy (1)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Clarity, conciseness and accuracy (1)</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>General overview of academic and technical texts: Developing paragraph and Textual Patterns</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
8	<p><b>Clarity, conciseness and accuracy (2)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Clarity, conciseness and accuracy (2)</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Clarity, conciseness and accuracy (2)</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>TASK 2: COMPULSORY INDIVIDUAL WORK Attendance and summary of a conference held at the School or on-line.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 04:00</p>
9	<p><b>Rhetorical functions (1): Definition</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Rhetorical functions (1): Definition</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Rhetorical functions (1): Definition</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
10	<p><b>Rhetorical functions (2): Classification</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Rhetorical functions (2): Classification</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Rhetorical functions (2): Classification</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	
11	<p><b>Rhetorical functions (3): Physical description and process description</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Rhetorical functions (3): Physical description and process description</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Rhetorical functions (3): Physical description and process description</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
12	<p><b>Academic and professional documents (1): The letter of application / motivation.</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Academic and professional documents (1): The letter of application / motivation.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Academic and professional documents (1): The letter of application / motivation.</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	

13	<p><b>Academic and professional documents (2): The abstract in final year projects, research papers and technical reports.</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>		<p><b>Academic and professional documents (2): The abstract in final year projects, research papers and technical reports.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Academic and professional documents (2): The abstract in final year projects, research papers and technical reports.</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>	<p><b>Reading comprehension and exercises.</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
14				<p><b>TASK 3 (COMPULSORY) DEADLINE</b> <b>Writing of a project proposal about social challenges.</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 04:00</p> <p><b>Written exam. Reading comprehension and writing.</b> EP: Técnica del tipo Examen de Prácticas Evaluación continua Presencial Duración: 02:00</p>
15				
16				
17				<p><b>Final exam: written exam consisting of a reading comprehension and a writing test (including exercises on the specific aspects of scientific and technical texts).</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 02:00</p>

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 derivadas de la situación creada por la COVID-19.

## 7. Actividades y criterios de evaluación

### 7.1. Actividades de evaluación de la asignatura

#### 7.1.1. Evaluación continua

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
2	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8
3	TASK 4: Explanation of the final project proposal. To be handed in in week 15.	TG: Técnica del tipo Trabajo en Grupo	Presencial	00:00	%	/ 10	CG6 CG8
4	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	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	TG: Técnica del tipo Trabajo en Grupo	No Presencial	02:00	10%	5 / 10	CG6 CG8
6	TASK 3: Decide the topic for your final project and hand in a brief description of the topic.	TG: Técnica del tipo Trabajo en Grupo	No Presencial	01:00	5%	/ 10	CG6 CG8
7	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8
8	TASK 2: COMPULSORY INDIVIDUAL WORK Attendance and summary of a conference held at the School or on-line.	TI: Técnica del tipo Trabajo Individual	No Presencial	04:00	10%	5 / 10	CG6 CG8
9	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8

11	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8
13	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8
14	TASK 3 (COMPULSORY) DEADLINE Writing of a project proposal about social challenges.	TG: Técnica del tipo Trabajo en Grupo	No Presencial	04:00	15%	5 / 10	CG6 CG8
14	Written exam. Reading comprehension and writing.	EP: Técnica del tipo Examen de Prácticas	Presencial	02:00	60%	5 / 10	CG6 CG8

### 7.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
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).	EX: Técnica del tipo Examen Escrito	Presencial	02:00	100%	5 / 10	CG6 CG8

### 7.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
Final exam: written exam consisting of a reading comprehension and a writing test (including exercises on the specific aspects of scientific and technical texts).	EX: Técnica del tipo Examen Escrito	Presencial	02:00	100%	5 / 10	CG6 CG8

## 7.2. Criterios de evaluación

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%).** All the compulsory assignments should be delivered and passed (minimum 5/10) in order to pass the overall course. |
- **Written exam regarding the theoretical and practical aspects of the course contents (60%).** In the written test, all the parts (reading, writing and applied use of English) should be passed separately, i.e.: a mark above 5/10 is required in each part of the exam. In case the writing section of the exam consists of several pieces of writing, all of them should be completed. Otherwise, the mark in the Writing section will be a "FAIL".

**Class attendance is compulsory.** A maximum of 3 justified absences are allowed. In order to assess the viewing of the recorded lessons (1 hour per week), students are requested to complete a questionnaire each week after watching the corresponding video.

Only those students who have attended the course on a regular basis, 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).

Students with this modality of evaluation will receive instructions regarding structure of the final exam via e-mail around weeks 10-11.

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

In the written test, all the parts (reading, writing and applied use of English) should be passed separately, i.e.: a mark above 5/10 is required in each part of the exam. In case the writing section of the exam consists of several pieces of writing, all of them should be completed. Otherwise, the mark in the Writing section will be a "FAIL".

**EACH STUDENT CAN ONLY BE ASSESSED EITHER BY MEANS OF THE FINAL EXAM OR VIA CONTINUOUS ASSESSMENT: STUDENTS WHO FAIL CONTINUOUS ASSESSMENT ARE NOT ENTITLED TO TAKE THE FINAL EXAM IN THE ORDINARY CALL.**

## 8. Recursos didácticos

### 8.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
Recorded materials (lectures and/or presentations) recorded by the department staff.	Otros	The recorded materials will be subject to a CC license.
Bailey, S.	Bibliografía	(2010) Academic Writing. A Handbook for International Students. Second Edition. Routledge.
Bombardó Solés, C., Aguilar, M. Barahona, C.	Bibliografía	(2008) Technical Writing Guide for Effective Communication. Ediciones UPC.
Briger, N. & A. Pohl	Bibliografía	(2002) Technical English Vocabulary and Grammar. Summertown Publishing. Oxford.
Clandfield, L. & A. Jeffries	Bibliografía	(2012): Advanced Coursebook Global. Macmillan.
De Chazal, E. & J. Moore	Bibliografía	(2013) Oxford EAP Advanced/C1. A course in English for Academic Purposes. Oxford University Press.
Doherty, M., Knapp, L., and Swift, S.	Bibliografía	(1987): Write for Business. Skills for effective Report Writing in English. Longman.
Dudley-Evans, T. St. John. M.J.	Bibliografía	(1998) Developments in English for Specific Purposes. Cambridge University Press.
Duque García, MM	Bibliografía	(1993) The Academic Writer's Handbook. 2ª edición. Servicio de Publicaciones de la ETSI de Telecomunicación.
Duque García, MM	Bibliografía	(2000) Manual de Estilo: El Arte de Escribir en Inglés científico-técnico. ITP Paraninfo.
Duque, MM. y A. Ibañez	Bibliografía	(1994): English Texts for Telecommunication Engineering. 2ª edición. Servicio de Publicaciones de la ETSI de Telecomunicación.

Ibbotson, M.	Bibliografía	(2008). Cambridge English for Engineering, 15th Edition. Cambridge University Press.
Ibbotson, M. (2009)	Bibliografía	Professional English in Use. Engineering. Technical English for Professionals. Cambridge University Press.
Kenneth J. Pakenham	Bibliografía	(2004) Making Connections High Intermediate. A Strategic Approach to Academic Reading and Vocabulary, 2nd Edition. Cambridge University Press.
Markel, MH.	Bibliografía	(1992): Technical Writing, Situations and Strategies. 3rd Edition. St. Martin's Press. New York.
McCormack, J & J. Slaght	Bibliografía	(2006) Extended Writing & Research Skills. University of Reading. Garnet Education.
Remacha Esteras, S.	Bibliografía	(2007): Professional English in Use. CUP. Cambridge, England.
Ricca-McCarthy, Tom y M. Duckworth	Bibliografía	(2009) English for Telecoms and Information Technology. Oxford University Press.
Swales, J. M. & Ch. Feak	Bibliografía	(2012) Academic Writing for Graduate Students, Essential Tasks and Skills, 3rd Edition. University of Michigan Press.
BBC	Recursos web	<a href="http://www.bbc.co.uk/">http://www.bbc.co.uk/</a>
Breaking News (listening)	Recursos web	<a href="http://www.breakingnewsenglish.com/">http://www.breakingnewsenglish.com/</a>
English Grammar and Vocabulary	Recursos web	<a href="http://www.nonstopenglish.com/Default-001.aspx">http://www.nonstopenglish.com/Default-001.aspx</a>
Linguee	Recursos web	<a href="http://www.linguee.es/">http://www.linguee.es/</a>
Merriam Webster Dictionary	Recursos web	<a href="http://www.merriam-webster.com/">http://www.merriam-webster.com/</a>
Oxford Collocations Dictionary	Recursos web	<a href="http://oxforddictionary.so8848.com/">http://oxforddictionary.so8848.com/</a>
Oxford Learner's Dictionary	Recursos web	<a href="http://www.oxfordlearnersdictionaries.com/">http://www.oxfordlearnersdictionaries.com/</a>



TED Talks	Recursos web	<a href="http://www.ted.com/talks">http://www.ted.com/talks</a>
Wordreference Dictionaries	Recursos web	<a href="http://www.wordreference.com/">http://www.wordreference.com/</a>
Beaumont, D.& C. Granger	Otros	(1989): The Heinemann English Grammar. Heinemann. London.
Bolton, D. y N. Goodey (2003)	Bibliografía	Grammar in steps. Richmond Publishing.
Collins Cobuild English Grammar.	Otros	(1990). Birmingham University International Language Database. Collins ELT.
De Devitiis, L. Mariani & K. O'Malley	Otros	(1989): English Grammar for Communication. Longman.
Thomson, A.J. & A. V. Martinet	Otros	(1986): A Practical English Grammar. OUP
Vince, M.	Bibliografía	(2009) Advanced Language Practice. Macmillan

## 9. Otra información

### 9.1. Otra información sobre la asignatura

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

**Communication with teachers.** Students will communicate with their lecturers preferably via **e-mail**. Teachers will try to provide an answer within a maximum period of **72 hours (week-ends and holidays excluded)**. Students are encouraged to use their **corporate e-mail address** (@alumnos.upm.es). If necessary, periodical communication with class delegates will be held as a follow-up of the course.

**Platforms.** The platform used for uploading materials and communication with students will be **Moodle**. Tasks should be handed in using this platform (rather than e-mail). For on-line tutorials, the preferred platforms will be **Skype Empresarial** and **Zoom**.

#### Sustainable Development Goals.

**Unit 2**, focused on style, involves pursuing goal 5 (gender equality) in the use of non-sexist language.

This course will focus on SDG for the realisation of compulsory task 3, where students will be asked to put forward a project proposal bearing in mind the SDG.

The texts selected for the readings will bear in mind SDG, specially goals 9 (industry, innovation and infrastructure). Likewise, goals 4 (Quality education) and 5 (Gender equality) will be directly pursued during the course.