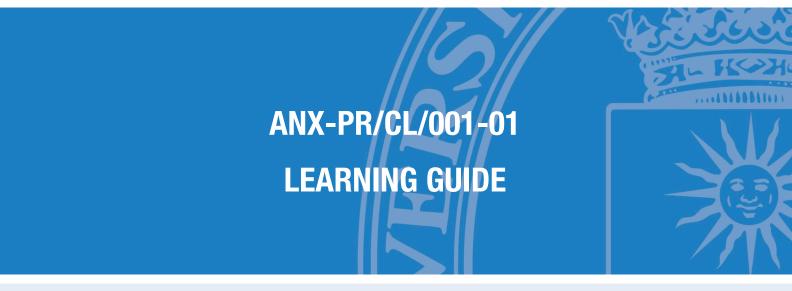
COORDINATION PROCESS OF LEARNING ACTIVITIES PR/CL/001



SUBJECT

615000257 - English For Professional And Academic Communication

DEGREE PROGRAMME

61IW - Grado En Ingenieria Del Software

ACADEMIC YEAR & SEMESTER

2020/21 - Semester 1

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Learning guide

INTERNATIONAL CAMPUS OF EXCELLENCE

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1. Description

1.1. Subject details

Name of the subject	615000257 - English For Professional And Academic Communication
No of credits	6 ECTS
Туре	Compulsory
Academic year ot the programme	Fourth year
Semester of tuition	Semester 7 Semester 8
Tuition period	September-January
Tuition languages	English
Degree programme	61IW - Grado en Ingenieria del Software
Centre	61 - Escuela Tecnica Superior De Ingenieria De Sistemas Informaticos
Academic year	2020-21

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room Email		Tutoring hours *
			Sin horario.
Jose Luis Llavona Arregui	8205	joseluis.llavona@upm.es	Timetable will be
	6205	Joseidis.iiavoria@upiri.es	established before
			the semester starts.
	8204		Sin horario.
Francisca Lopez Hernandez		francisco longo Ourono	Timetable will be
(Subject coordinator)		francisca.lopez@upm.es	established before
			the semester starts.

			Sin horario.
Carola Maria Alvarez-Bolado	0004	carola.alvarez-	Timetable will be
Sanchez	8204	bolado@upm.es	established before
			the semester starts.
	8205		Sin horario.
Arsenio Andrades Moreno		a.andrades@upm.es	Timetable will be
Alsello Allulaues Molello		a.anuraues@upm.es	established before
			the semester starts.

^{*} 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

- 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

4.1. Recommended (passed) subjects

- InglÉs Nivel Avanzado

4.2. Other recommended learning outcomes

- Certification of B2 level of English according to the Council of Europe's Common European Framework of Reference for Languages (CEFRL)

5. Skills and learning outcomes *

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

- RA407 The student is able to communicate fluently and accurately in written and oral English in professional and academic environments
- RA358 The student is able to understand complex and abstract ideas
- RA361 The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views
- RA360 The student is able to write specialized-content documents
- RA359 The student is able to collect information from different sources, i.e. lecturers and bibliographic resources
- * 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

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 comunication 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 Rythm
 - 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	Distant / On-line	Assessment activities
		IT Terminology: general features and		
		technical words in context		
		Duration: 01:50		
		Cooperative activities		
1		Identification of technical words in		
		authenctic material : listing of words and		
		their translation		
		Duration: 01:50		
		Cooperative activities		
		Descriptions of defining features of		
		professional documents: genres		
		Duration: 01:50		
2		Cooperative activities		
		Paragraph writing: topic sentence and		
		structure		
		Duration: 01:50		
		Cooperative activities		
		Analysis of professional discourse: tone,		
		language and register		
		Duration: 01:50		
3		Cooperative activities		
		Generating ideas		
		Duration: 01:50		
		Cooperative activities		
		Analysis of professional writing: emails,		
		memos and cover letters		
		Duration: 01:50		
4		Cooperative activities		
*		Writing different kinds of emails		
		according to purpose		
		Duration: 01:50		
		Cooperative activities		
		Using connectors as cohesive devices		
		Duration: 01:50		
		Cooperative activities		
5		Analysis of professional discourse.		
		Introduction to academic writing		
		Duration: 01:50		
		Cooperative activities		

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	I	Meetings: chairing a meeting	Meetings: chairing a meeting	FINAL EXAM: Written exam to test the
		Duration: 01:50	Duration: 01:50	student's competence in writing and
		Cooperative activities	Cooperative activities	listening comprehension
		Cooperative activities	Cooperative activities	
12		Paradiala a sanatiatia a and a storadia a	Baratisia a manatistia a and a storadio a	Written test
		Practising negotiating and networking	Practising negotiating and networking	Continuous assessment
		Duration: 01:50	Duration: 01:50	Presential
		Cooperative activities	Cooperative activities	Duration: 01:50
				Oral Presentation of the Technical Rep
				Group work
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				Presential
				Duration: 01:50
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13				Report. Students either in a Final
13				Assessment process or those in a Re-s
				Exam should present their Technical
				Report prior to the written Exam
				Group work
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				Final examination
				Presential
				Duration: 01:50
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				i.e. meetings, job interviews,
				negotiations. Students either in a Final
				Assessment process or those in a Re-s
				Exam are to be called for these activities
14				prior to the written Final Exam
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15				
16				
				FINAL EXAM: Written exam to test the
				student's competence in writing and
				listening comprehension
17				Written test
				Final examination
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				Final examination Presential Duration: 01:50 FINAL EXAM: Written exam to test student's competence in writing allistening comprehension Written test Final examination Presential

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 schedule is based on an a priori planning of the subject; it might be modified during the academic year, especially considering the COVID19 evolution.

8. Activities and assessment criteria

8.1. Assessment activities

8.1.1. Continuous assessment

Week	Description	Modality	Туре	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	01:50	20%	4/10	CT13
9	Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons	Other assessment	Face-to-face	00:00	10%	4/10	CT13
10	Submission of a Technical Report	Individual work	No Presential	04:00	10%	4/10	CT13
11	Role playing of professional activities, i.e. meetings, job interviews, negotiations	Group work	Face-to-face	03:40	20%	4/10	CT13
12	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	Written test	Face-to-face	01:50	30%	4/10	CT13
13	Oral Presentation of the Technical Report	Group work	Face-to-face	01:50	10%	4/10	CT13

8.1.2. Final examination

Week	Description	Modality	Туре	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	01:50	20%	4/10	CT13
10	Submission of a Technical Report	Individual work	No Presential	03:40	10%	4/10	CT13
13	Oral Presentation of the Technical Report. Students either in a Final Assessment process or those in a Re-sit Exam should present their Technical Report prior to the written Exam	Group work	Face-to-face	01:50	10%	4/10	CT13

14	Role playing of professional activities, i.e. meetings, job interviews, negotiations. Students either in a Final Assessment process or those in a Re-sit Exam are to be called for these activities prior to the written Final Exam	Group work	Face-to-face	01:50	20%	4/10	CT13
17	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	Written test	Face-to-face	01:50	40%	4/10	CT13

8.1.3. Referred (re-sit) examination

Description	Modality	Туре	Duration	Weight	Minimum grade	Evaluated skills
EXAM:						
1. Submission of a Technical						
Report 15 days before the date						
scheduled.						
2. Oral skills. Students are to be	Written test	Face-to-face	04:00	100%	4 / 10	CT13
called for these activities prior to						
the written exam.						
3. Written exam to test writing and						
listening comprehension skills						

8.2. Assessment criteria

A.- CONTINUOUS ASSESSMENT CRITERIA:

EXAMINATIONS AND CLASSROOM ACTIVITIES	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails,	3. Writing a Technical Report - (RA358, RA359, RA360,
summaries and critical assessment - (RA358, RA360,	RA361, RA407).10%
RA361, RA407). 20%	
2. Classroom activities: writing task and role-plays, i.e.	
job interviews, meetings, negotiations, networking, etc	
in academic and professional settings - (RA358, RA359,	
RA360, RA361, RA407). 30%	
4. Classroom activity: oral presentation of Technical	
Report - (RA407). 10%	
5. Final exam of written production and oral	
comprehension - (RA358, RA360, RA361, RA407). 30%	

NOTE: Lessons will be either in-contact or on-line according to the evolution of the Pandemia.

Regular attendance (35% minimum) is mandatory for students in a Continuous Assessment Process.

B.- FINAL EXAM CRITERIA

EXAMINATIONS	NON-CONTACT ACTIVITY		
1. Mid-term exam: writing of descriptive texts, emails	2. Writing a Technical Report - (RA358, RA359, RA360,		
summaries and critical assessment - (RA358, RA360,RA361,RA407).10%			
RA361, RA407). 20%			
3. Oral presentation of Technical Report - (RA407). 10%			
4. Role-plays, i.e. job interviews, meetings, negotiations			

networking, etc in academic and professional settings - (RA359, RA407). 20%	
5. Final exam of written production and oral comprehension - (RA358, RA360, RA361, RA407). 40%	

NOTE: 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 <u>Technical Report 15 days before the written</u> exam and are to be called for oral presentation of the Technical Report and the role-plays before the final exam.

Students are reminded to apply for "Solo prueba final" before the last day of the first month once the semester starts, otherwise they will not be allowed to sit for the exam.

C.- RE-SIT CRITERIA:

EXAMINATIONS	NON-CONTACT ACTIVITY
2. Prior to the written exam, students are to be called	1.Writing a Technical Report - (RA358, RA359, RA360,
for the oral skills exam, i.e. oral presentation of	RA361, RA407). 10%
Technical Report and role-plays - (RA359, RA407). 50%	
3. Written exam to test writing and listening	
comprehension skills - (RA358, RA360, RA361, RA407).	
40%	

NOTE: Those students who have submitted the Technical Report and passed the oral skills exam either in the Continuous Assessment process or Final Exam, should only sit for the written exam. If not, they should submit their Technical Report 15 days before the written exam and be called for oral presentations and role-plays.





9. Teaching resources

9.1. Teaching resources for the subject

Name	Туре	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	Textobook for professional writing
Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing	Bibliography	Textbook for negociation
Taylor, S. (2004); "Model Business Letters, E-mails and Other Business Documents". London: Pearson Education Limited	Bibliography	Textbook for negociations
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

https://moodle.upm.es/titulaciones/oficiales	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

10.1. Other information about the subject

- Microsoft Teams, Zoom and Moodle Blackboard Collaborate will be platforms for regular online lessons, exams as well as office hours. Students will be informed accordingly about the platform to connect to. Furthermore, students are encouraged to regularly attend or connect to the classrooom activities, namely for a continuous assessment process, for better results.
- $\mbox{\bf Online}$ $\mbox{\bf exams}$ should observe the $\mbox{\bf proctoring}$ $\mbox{\bf process}$ according to academic instructions.
- This course is aligned with Goal 4 that claims "to guarantee inclusive, equitable and quality education and promote lifelong learning opportunities for all" as defined within the Sustainable Development Goals (SDGs) established by the United Nation Organization (UN)".