



POLITÉCNICA

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PR/CL/001



E.T.S. de Ingenieros de
Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

95000017 - English For Academic And Professional Communication 2. Listening And Speaking Skills

DEGREE PROGRAMME

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

ACADEMIC YEAR & SEMESTER

2020/21 - Semester 2

Index

Learning guide

1. Description.....	1
2. Faculty.....	1
3. Prior knowledge required to take the subject.....	2
4. Skills and learning outcomes	2
5. Brief description of the subject and syllabus.....	3
6. Schedule.....	6
7. Activities and assessment criteria.....	9
8. Teaching resources.....	13
9. Other information.....	15

1. Description

1.1. Subject details

Name of the subject	95000017 - English For Academic And Professional Communication 2. Listening And Speaking Skills
No of credits	3 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 4
Tuition period	February-June
Tuition languages	English
Degree programme	09TT - Grado en Ingenieria de Tecnologias y Servicios de Telecomunicacion
Centre	09 - Escuela Tecnica Superior de Ingenieros de Telecomunicacion
Academic year	2020-21

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Miguel Sanchez Ibañez	C-204	miguel.sanchezi@upm.es	Sin horario. To be confirmed
M.del Mar Duque Garcia (Subject coordinator)	C-204	mariadelmar.duque@upm.es	Sin horario. To be confirmed

Maria De La Nava Maroto Garcia	C-204	mariadelanava.maroto@upm .es	Sin horario. To be confirmed
Cristina Zimbroianu	C-204	cristina.zimbroianu@upm.es	Sin horario. To be confirmed

* 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

-
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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. Skills and learning outcomes *

4.1. Skills to be learned

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

4.2. Learning outcomes

RA686 - Ability to give oral presentations in English in topics related to the field of telecommunication, applying recommended structure, techniques and language expressions

RA30 - Capacidad de comunicación, tanto oral como escrita, en entornos multilingües

RA692 - Ability to express correctly, clearly and fluently personal opinions and solid arguments in discussions, meetings and debates in academic, professional and business settings

RA687 - Ability to face Job Interviews in English successfully, applying recommended structure, techniques and language expressions

RA691 - Ability to recognize and use correctly the appropriate register, tone, formal style and vocabulary of oral communication in academic, professional and business settings

RA694 - Ability to analyse and understand the different types of corporate cultures and work styles of telecommunication companies

RA31 - Capacidad de trabajo en grupo

RA700 - Ability to express and describe correctly their academic and professional skills, competences and style of work, as well as their personal profile

* 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

Theoretical sessions: teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension and note taking for the students.

Guided practical sessions: besides presenting the basic theoretical features, 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 listening comprehension exercises and oral tasks based on videos and audios related to oral communicative professional and business events, such as job interviews, oral presentations, discussions, etc.), as well as focused on topics of interest in the field of telecommunication. Additional exercises

related to the correct pronunciation of difficult words, sound discrimination, word stress, etc., will also be done along the course with a special focus to avoid typical mistakes made by non-native Spanish speakers of English in oral communication.

Practical sessions (both with previous preparation and spontaneous): in-class debates on controversial ethical and professional issues. Note-taking exercises on listening activities and technical lectures in English (both live and recorded), practice of job interviews and oral presentations on topics of the telecommunication field, etc.

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 from conferences, presentations in powerpoint, written/oral dialogues and summaries from interviews or other communicative events.

Office hours: they will be organized according to the University regulations in force, and besides that, students will be able to contact their teachers via email. English is welcome as the main language to be used both in emails and during the office hours.

Through the listening and viewing comprehension activities of specialized topics in the field of telecommunication, students will get familiarized with content and terminology of the field.

5.2. Syllabus

1. Brief introduction to oral communication

1.1. Components and factors of the communication process: Language functions, language styles, register and tone

1.2. General rules of pronunciation, intonation and stress

2. Corporate cultures in Telecommunication companies

2.1. Corporate cultures, work styles and social responsibility

2.2. Searching for a job

3. The Job Interview

3.1. Selection techniques and types of job interviews

3.2. The structure of the job interview

3.3. Preparation of the job interview

3.4. Practice of job interviews

3.5. The video CV

4. Oral presentations

4.1. The elements of a successful presentation: Preparation, audience, eye contact, use of voice and use of time

4.2. The structure of the oral presentation: The introduction, the main body, the end and the delivery

4.3. Practice of oral presentations (individually or in group)

6. Schedule

6.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	<p>Course presentation. Tema 1 (1). Brief introduction to oral communication</p> <p>Components and factors of the communication process: language functions, language styles, register and tone.</p> <p>Duration: 01:30 Lecture</p> <p>Exercises on components and factors of the oral communication process.</p> <p>Duration: 00:30 Problem-solving class</p>			
2	<p>Revision of general rules of pronunciation, intonation and stress</p> <p>Duration: 00:30 Lecture</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p> <p>Tema 2 (1). Corporate Culture in the Telecommunication Industry: Corporate Culture, Work Styles and Social Responsibility.</p> <p>Duration: 01:00 Problem-solving class</p>			
3	<p>Tema 2 (2). Corporate Culture in the Telecommunication Industry: Corporate Culture, Work Styles and Social Responsibility</p> <p>Duration: 01:30 Problem-solving class</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p>			<p>Analysis and Research on corporate cultures of telecommunication companies</p> <p>Individual work Continuous assessment Not Presential Duration: 02:00</p>
4	<p>Tema 2 (2). Corporate Culture in the Telecommunication Industry: Searching for a job</p> <p>Duration: 01:30 Problem-solving class</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p>			<p>Analysis and research on types of corporate cultures of telecommunication companies</p> <p>Individual work Continuous assessment Not Presential Duration: 02:00</p>

5	<p>Tema 3 (I) The Job interview. Selection techniques and types of job interviews Duration: 01:30 Problem-solving class</p> <p>Pronunciation practice Duration: 00:30 Problem-solving class</p>			<p>Preparation of debates and/or discussions and/or videorecorded interviews on topics related to: 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) Other related topics</p> <p>Group work Continuous assessment Not Presential Duration: 02:00</p>
6	<p>Tema 3 (II) The Job interview. The structure of the job interview. Preparation of the job interview Duration: 02:00 Problem-solving class</p>			<p>Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) other related topics</p> <p>Group presentation Continuous assessment Presential Duration: 02:00</p>
7	<p>Tema 3 (III) The Job interview. Preparation of the job interview. Practice of job interview in groups Duration: 02:00 Problem-solving class</p>			<p>Continuation of Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) other related topics</p> <p>Group presentation Continuous assessment Presential Duration: 02:00</p> <p>Recording of Group Job Interviews Practice Group presentation Continuous assessment Not Presential Duration: 02:00</p>
8	<p>Tema 3 (III) The Job interview. Preparation of the job interview. Practice of job interview in groups Duration: 02:00 Problem-solving class</p>			<p>Video CV. Recording of a short video (optional task) Individual work Continuous assessment Not Presential Duration: 02:00</p>
9	<p>Tema 3 (IV) The Job interview. Video CV Duration: 02:00 Problem-solving class</p>			<p>Delivery of videorecorded group Job Interviews Group work Continuous assessment Not Presential Duration: 01:00</p>
10	<p>Tema 4. Oral presentations (I). Introduction Duration: 02:00 Problem-solving class</p>			<p>Preparation of group oral presentations (research on topics and contents) Group work Continuous assessment Not Presential Duration: 02:00</p> <p>Practice on exercises applying theoretical issues. Preparation of oral presentations on telecommunication topics (preparation of powerpoints and practice before delivery)</p>

				Group presentation Continuous assessment Not Presential Duration: 03:00
11	Tema 4. Oral presentations (II). Structure Duration: 02:00 Problem-solving class			Preparation of group oral presentations Group work Continuous assessment Not Presential Duration: 02:00
12	Tema 4. Oral presentations (III). Elements of a successful presentation. Duration: 02:00 Problem-solving class			Preparation of group oral presentations Group work Continuous assessment Not Presential Duration: 02:00
13	Tema 4. Oral presentations (IV). Delivery of the presentation. Duration: 02:00 Problem-solving class			Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday Group presentation Continuous assessment Presential Duration: 02:00
14	Tema 4. Oral presentations (V). Delivery of the presentation. Duration: 02:00 Problem-solving class			Continuation of Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday Group presentation Continuous assessment Presential Duration: 02:00
15				Continuous evaluation final exam on all the contents of the programme (Written exam including also a Listening Test) Written test Continuous assessment Presential Duration: 02:00
16				
17				Official final exam consisting of two parts: Part 1. Written exam including a Listening Test. Part 2. Oral exam Written test Final examination Presential Duration: 02:00

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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
3	Analysis and Research on corporate cultures of telecommunication companies	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
4	Analysis and research on types of corporate cultures of telecommunication companies	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
5	Preparation of debates and/or discussions and/or videorecorded interviews on topics related to: 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) Other related topics	Group work	No Presential	02:00	%	/ 10	CG6 CG8
6	Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) other related topics	Group presentation	Face-to-face	02:00	10%	5 / 10	CG6 CG8
7	Continuation of Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) TECHIE Tours and 5) other related topics	Group presentation	Face-to-face	02:00	%	5 / 10	CG6 CG8
7	Recording of Group Job Interviews Practice	Group presentation	No Presential	02:00	%	/ 10	CG6 CG8

8	Video CV. Recording of a short video (optional task)	Individual work	No Presential	02:00	5%	5 / 10	
9	Delivery of videorecorded group Job Interviews	Group work	No Presential	01:00	15%	5 / 10	CG6 CG8
10	Preparation of group oral presentations (research on topics and contents)	Group work	No Presential	02:00	%	/ 10	CG6 CG8
10	Practice on exercises applying theoretical issues. Preparation of oral presentations on telecommunication topics (preparation of powerpoints and practice before delivery)	Group presentation	No Presential	03:00	%	/ 10	CG6 CG8
11	Preparation of group oral presentations	Group work	No Presential	02:00	%	/ 10	
12	Preparation of group oral presentations	Group work	No Presential	02:00	%	/ 10	
13	Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday	Group presentation	Face-to-face	02:00	15%	5 / 10	
14	Continuation of Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday	Group presentation	Face-to-face	02:00	%	5 / 10	CG6 CG8
15	Continuous evaluation final exam on all the contents of the programme (Written exam including also a Listening Test)	Written test	Face-to-face	02:00	60%	5 / 10	CG6 CG8

7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Official final exam consisting of two parts: Part 1. Written exam including a Listening Test. Part 2. Oral exam	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
The same criteria as for the final examination evaluation apply in this case.	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

7.2. Assessment criteria

Continuous evaluation criteria.

The course will be assessed applying the following criteria:

1. Mandatory individual or group assignments in oral communication, class attendance and active participation (40%)

- Recorded job interviews 15%

- In-class oral presentations on topics in the field of telecommunication 15%

- Other oral communication in-class and/or recorded activities: 10%

To pass the course, the 3 former mandatory assignments have to be delivered.

NOTE: there is also an optional task: The VDEOCV that is assessed with an extra 5%

2. Final exam consisting of a listening part and a written part regarding the theoretical and practical aspects of the course contents (60%). A minimum mark of 5/10 is required in each part of the final exam (listening and written parts of the exam should be passed individually).

An overall minimum 50% is required in the final exam and also in mandatory assignments to pass the course.

Class attendance is compulsory. A maximum of 3 justified absences are allowed.

Only those students who have attended the course on a regular basis and who have taken part in all the activities and handed in all the proposed assignments are entitled to be assessed through continuous evaluation. Those students opting for continuous assessment who do not fit the requirements (3 or more absences, not handing in compulsory assignments, etc.) will not be admitted to the continuous assessment exams and should opt for the final examination.

Criteria for the assessment through final examination

The course will be evaluated applying the following criteria:

Part 1: Final exam consisting of a listening part and a written part regarding the theoretical and practical aspects of the course contents (60%). A minimum mark of 5/10 is required in each part of the final exam (listening and written parts of the exam should be passed individually).

Part 2: Oral Practice with two subparts/ tasks (40%)

1. A presentation of a topic related to the field of telecommunications from a list provided in advance, followed by a discussion with a set of questions to be answered (20%)
2. A discussion or a presentation about students' academic background and their professional goals and perspectives. (20%)

A minimum 50% is required in each subpart/ task of the Oral practice to pass the course. In case that only one Task from the two ones requested is presented or delivered, the mark assigned in this part 2 will be "FAIL".

FINALLY, To pass the course, a minimum 50% is required in each part (part 1 Final exam and part 2 Oral Practice).

Students with this modality of evaluation will receive by email instructions regarding Part 1 (listening and written parts) and Part 2 (Oral practice tasks) before the official final exam (approximately one month before)

How to apply for final examination

Submitting a resignation via an e-mail addressed to the course coordinator (Mar Duque) expressly giving up continuous assessment during the first three weeks after the course begins.

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

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

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Badger, Ian & Pete Menzies	Bibliography	(2007): English for Business Life (Advanced). Marshall Cavendish Education. London.
Clandfield, L. & A. Jeffries	Bibliography	(2012): Advanced Coursebook Global. Macmillan.
Cotton, D & S. Robbins	Bibliography	(1993) Business Class. Longman
Comfort, J.	Bibliography	(2001): Effective Presentations, Student's Book. Oxford Business English Skills. Oxford University Press.
Comfort, J., P. Rogerson, T. Stott & D. Utley	Bibliography	(1999): Speaking Effectively. Cambridge University Press
De Chazal, E. & J. Moore	Bibliography	(2013) Oxford EAP Advanced/C1. A course in English for Academic Purposes. Oxford University Press.
Grussendorf, M.	Bibliography	(2007): English for Presentations. Oxford University Press
Gurak, L. J.	Bibliography	(2000): Oral presentations for technical communication. Pearson Ed. Allyn & Bacon Series.
Hughes, J & Mallet, A.	Bibliography	(2012): Successful Presentations. Video Course. Oxford
Hughes, J & Mallet, A.	Bibliography	(2013): Successful Meetings. Video Course. Oxford
King, D.	Bibliography	(2008): Meetings. Delta Publishing
Lowe, S.	Bibliography	(2004). Telephoning (Self-Study Guide and 2CDs). Delta Publishing

Lowe, S.	Bibliography	(2005): Presenting (with audio CD) Delta Publishing.
Powell, M.	Bibliography	(2002): Presenting in English. How to give successful presentations. Thomson.
Remacha Esteras, S.	Bibliography	(2007): Professional English in Use. Cambridge University Press.
Sweeney, S.	Bibliography	(2004): Communicating in Business"Cambridge University Press.
Williams, E.J.	Bibliography	(2008): Presentations in English. Find your voice as a presenter. MacMillan.
Beaumont, D.& C. Granger	Others	(1989): The Heinemann English Grammar. Heinemann. London.
Collins Cobuild English Grammar.	Others	(1990). Birmingham University International Language Database. Collins ELT.
De Devitiis, L. Mariani & K. O'Malley	Others	(1989): English Grammar for Communication. Longman.
Duque, M.M., Ibáñez, A. y Ramos, E.	Others	(1991): Gramática de la lengua inglesa. ETSIT. Madrid.
Thomson, A.J. & A. V. Martinet	Others	(1986): A Practical English Grammar. OUP
Wordreference Dictionaries	Web resource	http://www.wordreference.com/
Oxford Collocations Dictionary	Web resource	http://oxforddictionary.so8848.com/
Linguee	Web resource	http://www.linguee.es/
Merriam Webster Dictionary	Web resource	http://www.merriam-webster.com/
Oxford Learners Dictionary	Web resource	http://www.oxfordlearnersdictionaries.com/
English Grammar and Vocabulary	Web resource	http://www.nonstopenglish.com/Default-001.aspx
Breaking News (listening)	Web resource	http://www.breakingnewsenglish.com/
BBC	Web resource	http://www.bbc.co.uk/
TED Talks	Web resource	http://www.ted.com/talks
Hughes, D. & Benedict P.	Bibliography	(2000): The Oxford Union Guide to Successful Public Speaking. Virgin Books Ltd. London

Reinhart, S.M.	Bibliography	(2002). Giving Academic Presentations. Michigan Series in English for Academic and Professional Purposes.
Recorded material (lectures and/or presentations) elaborated by the department staff	Others	The recorded material will be subject to a CC license.

9. Other information

9.1. Other information about the subject

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

Communication of students 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). When necessary, periodical communication will be held with class delegates to have a follow up of the course

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

Sustainable Development Goals. Along the present course students will learn and applied the following Sustainable Development Goals.

SDGs N° 4 on Education, N° 5 on Gender Equality, N° 7 on Energy, N° 9 on Industry, innovation and infrastructures, and N° 13 on Climate Change will be analyzed and applied in UNIT 2 related to Corporate cultures and Job searching and UNIT 3 related to Job interviews by:

1- Providing content related to Corporate cultures of telecommunication companies and Job searching with a special focus on green companies (SDGG 13) and gender equality (SDG 5), and applying them in Task 1. Research and analysis on corporate cultures of telecommunication companies, as well as in the recorded VIDEOCV

related to work style and personal profile.

2.- Increasing the number of citizens with the necessary technical and professional competences to access a fair and decent employment and entrepreneurship (SDG 4)

SDGs N° 3 on Health, N°4 on Education, N° 7 on Energy, N° 9 on Industry, innovation and infrastructures, N° 11 on sustainable and smart cities, and N° 13 on Climate Change will be studied and applied in UNIT 4 related to Oral Presentations on Telecommunication topics by:

1. Providing students with a list of topics related to the aforementioned SDGs so that their oral presentations will be elaborated including these SDGs. Here below, can be seen some of the related topics, among other ones:

- The Agenda 2030 of United Nations and the 17 Sustainable Development Goals
- The application of robots to innovate in medicine
- The application of Information and Communication Tools to improve and achieve a sustainable health care system, or to contribute to face and control pandemia such as the COVID-19 one, or their applications to innovate in the agriculture sector and the education sector with special focus on underdeveloped countries, etc.
- Electronic waste and how to reduce its effects to mitigate climate change and health risks.
- Programmed obsolescence of technological devices and its effects in the society
- Smart buildings and smart cities leading to more sustainable buildings and cities
- Big data to improve and innovate production systems in the Industry sector, the healthcare system, etc.
- The Internet of Things and its innovative applications in the society.

Working in groups, students will select and prepare one of the topics provided to be delivered in class, so that all students will also learn from other groups about the different SDGs included in the oral presentations.

2- Enabling all students to be able to acquire enough technical and professional knowledge to promote a sustainable development as present students and future professionals (SDG 4)

3- Enhancing education and sensitization on personal and institutional skills to mitigate and be adapted to the climate change, to reduce its effects and to be aware of it early.

