ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

55000653 - English For Professional And Academic Communication

DEGREE PROGRAMME

05IR - Grado En Ingenieria De Organizacion

ACADEMIC YEAR & SEMESTER

2021/22 - Semester 1

Index

Learning guide

1. Description

1.1. Subject details

Name of the subject	55000653 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year ot the programme	Third year
Semester of tuition	Semester 5
Tuition period	September-January
Tuition languages	English
Degree programme	05IR - Grado en Ingenieria de Organizacion
Centre	05 - Escuela Tecnica Superior De Ingenieros Industriales
Academic year	2021-22

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Ana Luz Rubio Moreda	A14	analuz.rubio@upm.es	Sin horario. On-line after request via email
Ismael Arinas Pellon (Subject coordinator)		ismael.arinas@upm.es	- -

* 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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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

The subject - recommended (passed), are not defined.

4.2. Other recommended learning outcomes

- Basic knowledge of communication in Spanish

5. Skills and learning outcomes *

5.1. Skills to be learned

CG5 - Saber comunicar los conocimientos y conclusiones, tanto de forma oral, escrita y gráfica, a públicos especializados y no especializados de un modo claro y sin ambigüedades

CG6 - Poseer habilidades de aprendizaje que permitan continuar estudiando a lo largo de la vida para su adecuado desarrollo profesional

5.2. Learning outcomes

RA193 - Uso profesional y académico de la lengua inglesa a nivel B2+ en la escala MCERL.

RA194 - Capacidad para comunicarse con soltura y fluidez de forma oral y escrita en contextos académicos y profesionales

RA220 - Identificar un problema, modelarlo y acotarlo; proponer alternativas de solución; seleccionar la alternativa más adecuada; y resolverlo, razonando científica y técnicamente la solución adoptada e interpretando los resultados de forma razonada (explicando y, en su caso, corrigiendo, resultados anómalos e interpretando los resultados en términos de las decisiones del problema al que se refieren).

RA28 - Relación de los contenidos estudiados con el mundo real

RA83 - Definir, analizar y optimizar procesos y tareas

RA87 - Decidir, entre diferentes alternativas, la más adecuada para el diseño en cada situación particular

RA275 - Capacidad de comunicar de forma eficaz en el ámbito profesional y personal

RA196 - Capacidad para integrarse y formar parte activa en equipos de trabajo

RA190 - Refuerzo de las competencias éticas y de responsabilidad profesional y entendimiento de los impactos. Sensibilización sobre la importancia de incorporar estos aspectos en la gestión de los proyectos en un contexto global

RA17 - Adquirir destreza para contestar cuestiones conceptuales y realizar demostraciones cortas, o pequeños pasos de demostraciones amplias, sobre las materias enunciadas, en tiempos breves.

RA197 - Capacidad para identificar y resolver problemas, aplicando los conocimientos adquiridos.

RA227 - Capacidad de trabajo en equipo

RA228 - Capacidad de exposición en público

RA250 - Comprender la función de RRHH de las empresas

RA33 - Incorporar el uso de términos técnicos en el lenguaje

RA58 - Leer con provecho literatura técnica sobre Ciencia de Materiales

RA141 - Comprender el lenguaje legal.

RA25 - Situarse con actitud crítica ante la validez de los cálculos y resultados

RA273 - Leer con provecho literatura técnica sobre Ciencia de Materiales de modo que se pueda profundizar los conocimientos adquiridos en el curso

RA131 - Desarrollar la creatividad para búsqueda de innovaciones empresariales

RA195 - Capacidad de ejercer razonamiento crítico y capacidad de asociación que posibiliten el aprendizaje continuo

RA99 - Buscar información, su análisis, interpretación, síntesis y transmisión

RA277 - Capacidad de comunicar oralmente y por escrito

RA89 - Fomentar el espíritu de trabajo en equipo

RA218 - Capacidad de abstracción

RA100 - Redactar y desarrollar proyectos

RA274 - Construir un texto escrito comprensible y organizado. Elaborar guiones e informes.

RA256 - Interpretar y comunicar los resultados del análisis estadístico con rigor utilizando el lenguaje apropiado.

* 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 students will start with an introduction to communicating in professional and academic contexts (understanding and producing communication events): audience analysis, purpose analysis, selection and adaptation of the contents according to audiences and purposes. Then the students will work on a project report taking into consideration stakeholder theory and ethical consequences of technical decisions. This will be followed by criteria to understand university lectures and academic literature while learning how to avoid plagiarism in communication. The course ends with the application of communication criteria to the context of job seeking among international companies.

6.2. Syllabus

1. Introduction to Communication in Engineering
    1.1. Electronic tools for communication
        1.1.1. Spell-checking tools and citation tools
        1.1.2. Grammar checking tools & style checking tools
        1.1.3. Plagiarism detection tools
        1.1.4. Bilingual & monolingual dictionaries
        1.1.5. Glossaries, terminological databases & lexical search tools
        1.1.6. Encyclopaedias
        1.1.7. Corpora & corpus-based tools
        1.1.8. Reference management
        1.1.9. Knowledge mapping
    1.2. Basic concepts for communication
        1.2.1. Audience, purpose and structure
        1.2.2. Rational argumentation, emotional argumentation, credibility and relevance
        1.2.3. Schemata, framing, web of meaning
        1.2.4. Types of text: description, instruction, persuasion, narration
    1.3. Style and organisation of information

1.3.1. Clarity and language

1.3.2. Continuity and texts

1.3.3. Conciseness and texts

1.3.4. Coherence and texts

1.3.5. Cadence and texts

1.3.6. Structuring information with language - density vs. specificity

1.4. Genre: reading comprehension - journal articles

1.4.1. Genre: the concept and examples

1.4.2. Reading comprehension, vocabulary & language use

1.5. Presentations: introduction and general characteristics

1.5.1. Audicences

1.5.2. Purposes

1.5.3. Structures

1.6. Unit Vocabulary

1.7. References

1.8. Communication in popular culture

1.8.1. Films and documentaries

1.8.2. Television

1.8.3. Novels

1.8.4. Popular science

1.8.5. Music

2. Communication in Engineering Projects

2.1. Stakeholder theory and audience communication needs

2.1.1. Introduction of led light bulbs in Haiti

2.1.2. Deepwater horizon oil spill accident

2.1.3. Communication events and value elements in purchase decisions

2.2. Basic communication skills - the language of persuasion

2.3. Reading comprehension: information gathering for projects

2.3.1. Professional magazines and description structures

2.3.2. Patents

2.3.3. E-mail offers - scam offers

2.4. Writing project: technical report - off-grid whisky distillery in Porin, Scotland

2.4.1. Project briefing

2.4.2. Power generation and storage

2.4.3. Distillation and associated processes

2.4.4. Other machinery required

2.4.5. Buildings

2.4.6. Logistics, marketing and management

2.5. Technical drawing types: meaning and uses

2.6. Graphs and tables: uses and limitations

2.7. Structure of technical reports

2.7.1. Persuasion drivers in professional communication

2.7.2. Assessing credibility in project proposals

2.8. Unit Vocabulary

2.9. References

2.10. Engineering in Popular Culture

3. Understanding Lectures and Journal Articles

3.1. Lecture structure, listening strategies and reading assignments

3.1.1. Listening strategies

3.1.2. Lecture organisation and understanding their contents

3.1.3. Reading assignments: Bachelor's level text books

3.2. Definitions

3.2.1. Structure of definitions

3.2.2. Grammar of definitions

3.2.3. Reviewing technical definitions

3.2.4. Technical definitions and your final report

3.3. Plagiarism

3.4. Unit Vocabulary

7. Schedule

7.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1			**Course introduction, course requirements, course contents and course assessment** Duration: 01:00 Lecture	
2			**Listening comprehension, correction of texts, filling gaps, application of learned criteria.** Duration: 03:20 Problem-solving class	
3			**Listening comprehension, correction of texts, filling gaps, application of learned criteria.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
4			**Listening comprehension, correction of texts, filling gaps, application of learned criteria.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
5			**Listening comprehension, correction of texts, filling gaps, application of learned criteria.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
6			**Listening comprehension, correction of texts, filling gaps, application of learned criteria.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20

7			**Introduction of the concept of "stakeholder"; introduction of the course project; listening comprehension exercises** Duration: 03:20 Additional activities	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
8			**Listening comprehension on distilleries, technical drawings and graphs and tables. Written description exercises. Reading comprehension exercises. Application of criteria to presentations.** Duration: 03:20 Cooperative activities	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
9			**Listening comprehension on distilleries, technical drawings and graphs and tables. Written description exercises. Reading comprehension exercises. Application of criteria to presentations.** Duration: 03:20 Cooperative activities	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
10			**Listening comprehension on distilleries, technical drawings and graphs and tables. Written description exercises. Reading comprehension exercises. Application of criteria to presentations.** Duration: 03:20 Cooperative activities	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
11			**Listening comprehension of engineering lectures. Reading comprehension of engineering text books. Strategies to avoid plagiarism.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20
12			**Listening comprehension of engineering lectures. Reading comprehension of engineering text books. Strategies to avoid plagiarism.** Duration: 03:20 Problem-solving class **Job offers (features affecting how you write cover letters, motivation letters, CVs). Job interviews applying criteria to examples.** Duration: 03:20 Problem-solving class	**Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.** Online test Continuous assessment and final examination Presential Duration: 00:20 **Each group presents the report written on the project chosen from unit 2.** Group presentation Continuous assessment Presential Duration: 00:12

13			**Job offers (features affecting how you write cover letters, motivation letters, CVs). Job interviews applying criteria to examples.** Duration: 03:20 Problem-solving class	**Final assessment students hand in their individual 2,500-word reports on the project described in unit 2.** Individual work Final examination Not Presential Duration: 06:00 **Individual presentation of the report written according to the project choice described in unit 2.** Individual presentation Final examination Not Presential Duration: 00:10
14			**Job offers (features affecting how you write cover letters, motivation letters, CVs). Job interviews applying criteria to examples.** Duration: 03:20 Problem-solving class	**Each group develops a 2,700-word written report on the chosen project from unit 2.** Group work Continuous assessment Presential Duration: 06:00
15				
16				
17				**Final exam for continuous assessment students and final exam students. This exam covers units 1, 2, 3 and 4. Final exam students must also take a listening comprehension exam at the end of this exam.** Written test Continuous assessment and final examination Presential Duration: 01:45 **Listening comprehension exam for final assessment students. It is based on the type of listening comprehension exercises from units 1, 2, 3 and 4.** Other assessment Final examination Not Presential Duration: 00:30

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	Type	Duration	Weight	Minimum grade	Evaluated skills
3	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
4	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
5	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
6	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
7	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
8	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
9	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
10	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5

11	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
12	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
12	Each group presents the report written on the project chosen from unit 2.	Group presentation	Face-to-face	00:12	15%	5 / 10	CG5
14	Each group develops a 2,700-word written report on the chosen project from unit 2.	Group work	Face-to-face	06:00	15%	5 / 10	CG5
17	Final exam for continuous assessment students and final exam students. This exam covers units 1, 2, 3 and 4. Final exam students must also take a listening comprehension exam at the end of this exam.	Written test	Face-to-face	01:45	50%	5 / 10	CG5

8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
3	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
4	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
5	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
6	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
7	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5

8	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
9	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
10	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
11	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	CG6 CG5
12	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
13	Final assessment students hand in their individual 2,500-word reports on the project described in unit 2.	Individual work	No Presential	06:00	10%	5 / 10	
13	Individual presentation of the report written according to the project choice described in unit 2.	Individual presentation	No Presential	00:10	15%	5 / 10	
17	Final exam for continuous assessment students and final exam students. This exam covers units 1, 2, 3 and 4. Final exam students must also take a listening comprehension exam at the end of this exam.	Written test	Face-to-face	01:45	50%	5 / 10	CG5
17	Listening comprehension exam for final assessment students. It is based on the type of listening comprehension exercises from units 1, 2, 3 and 4.	Other assessment	No Presential	00:30	5%	5 / 10	

8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

8.2. Assessment criteria

Continuous Assessment students

(Only 7 unjustified sessions allowed or 25% of the sessions) Must pass all the following sections to be able to pass the subject:

6% Listening in AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

6% Reading Comprehension in AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

8% Other exercises in AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

50% Final exam on the 4 units of the syllabus (a 5 out of 10 to pass)

15% Group Report (2,700 - 3,000 words - at least 50% to pass)

15% Presentation of Group Project (Groups of between 3 and 4 members - 12 minutes for the presentation, at least 50% to pass)

In order to pass the course students should score 50% or higher in every single item.

Final assessment students

(Must send an e-mail to your lecturer before the 3rd of March indicating that you choose to be evaluated only according to this option) . Must pass all the sections below to be able to pass the subject.

Will receive an appointment to either hand-in and present live or send a video of the presentation and a file with the

report.

6% Listening AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

6% Reading Comprehension AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

8% Other exercises AulaWeb (1 for each unit - can be taken as many times as necessary, but have to get 60% right)

50% Final test on the 4 units of the syllabus (a 5 out of 10 to pass)

5% Final Listening Comprehension test (a 5 out of 10 to pass)

10% Individual Report (2,300 - 2,500 words, at least 50% to pass)

15% Presentation of individual report (10 minutes for the presentation, at least 50% to pass)

We advise students choosing this second type of evaluation to contact their corresponding lecturer as soon as possible.

9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
Web for the course	Web resource	Web site with access to the course units and updated information: http://communication4engineering.pbworks.com/w/page/123940431/FrontPage
Exercises on AulaWeb	Web resource	To complete this course the students must complete the available exercises on AulaWeb for this subject.
General English Grammar	Bibliography	Collins (2017). COBUILD English Grammar. Glasgow: Harper Collins Publishers.
Course Units	Bibliography	The course units (1, 2, 3 and 4) are in PDF format and can be downloaded either from AulaWeb or from the Web for the course (Units folder).
TEAMS Platform	Web resource	In this platform, synchronous lecture sessions will take place.

10. Other information

10.1. Other information about the subject

Due to the uncertainty generated by the international health emergency, the ETSII has established that during this semester all course activities should be transferred to an on-line format. This would include tutoring sessions. To request a tutoring session, please email your tutor (Prof. Ana Luz Rubio Moreda). The platform that will be used for teaching in this case is Microsoft TEAMS. The syllabus (Temario) is expected to remain the same, regardless of changes in health and safety restrictions. The plan of the ETSII is that during this semester exams will take place at the school premises. Presentations of group / individual projects may take place on-line as, for the moment, it is not possible to know whether space will be available with the required health and safety precautions.

The subject requirement of a project report and presentation allows students to apply Sustainable Development Objectives (SDO) strategies learnt in other subjects. More specifically, the SDO involved are numbers (according to the list specified on https://www.un.org/sustainabledevelopment/es/objetivos-de-desarrollo-sostenible/): 6, 7, 8, 9, 11, 12 and 13.