



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingenieros de
Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

95000512 - English For Professional And Academic Communication

DEGREE PROGRAMME

09ID - Grado En Ingenieria Y Sistemas De Datos

ACADEMIC YEAR & SEMESTER

2021/22 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	95000512 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3
Tuition period	September-January
Tuition languages	English
Degree programme	09ID - Grado en Ingenieria y Sistemas de Datos
Centre	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
Academic year	2021-22

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Maria De La Nava Maroto Garcia (Subject coordinator)	A-102	mariadelanava.maroto@upm.es	Sin horario. To be confirmed. Contact the teacher at mariadelanava.maroto@upm.es to fix a date.

* 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

-
-
-

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

CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

CG01 - Tener capacidad de trabajar en entornos internacionales y multidisciplinares, haciendo uso de la lengua inglesa en forma oral y escrita.

CG06 - Poseer la habilidad para liderar equipos multidisciplinares para diseñar y construir sistemas que den respuesta a proyectos de ingeniería, dentro de un equipo organizando, planificando, tomando decisiones, negociando y resolviendo conflictos.

4.2. Learning outcomes

RA117 - Manejar de forma competente las convenciones que rigen el inglés escrito y ser capaz de transferirlas a su propia producción lingüística para redactar textos en inglés técnico.

RA114 - Entender y producir textos, artículos y presentaciones orales en inglés.

RA115 - Dominar la terminología propia de la Ingeniería de datos.

RA116 - Saber resumir y exponer correctamente y con rigor un tema sobre el que se ha documentado previamente.

* 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

Unit 1. Talking about yourself: Introducing yourself, video CV

Unit 2. Professional communication: e-mail writing, on the phone and teleconferencing, colloquia and meetings....

Unit 3: Developing an academic or professional text: text and paragraph structure, text functions...

Unit 4: Presenting a project proposal: long abstract, oral presentation, poster or pentachart...

Unit 5: Applying for a position (academic or professional): job interviews, application letters...

Theoretical short sessions: linguistic contents are presented throughout the sessions, integrated with the activity.

Guided practical sessions: besides theory, a varied range of activities will be carried out, both individually and in formal or informal groups. Some activities will be focused on 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 oral and written texts about issues related to data-engineering.

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: students will have to write summaries in English about events taking place at the UPM.

5.2. Syllabus

1. Talking about yourself
 - 1.1. Video CV
2. Professional communication
 - 2.1. E-mail writing
 - 2.2. On the phone: standard expressions
 - 2.3. Taking part in colloquia and meetings
 - 2.4. Preparing information for a debate or a meeting
 - 2.5. Giving and asking for opinion
 - 2.6. Giving your own point of view
 - 2.7. Videoconferencing
3. Developing an academic or professional text
 - 3.1. Text structure
 - 3.2. Cohesion and coherence: linkers and hedging
 - 3.3. Definitions and classifications; Physical and process descriptions
4. Presenting a project proposal: long abstract, oral presentation, poster or pentachart...
 - 4.1. Long abstract
 - 4.2. Oral presentation
 - 4.3. Poster or pentachart
5. Applying for a position (academic or professional): job interviews, application letters...
 - 5.1. Interviews
 - 5.2. Letter of motivation / Covering letter

6. Schedule

6.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	Talking about yourself: Greetings, meeting people, small talk; formal and informal talk (socializing); likes and dislikes, hobbies; voice modulation, eye-contact, gestures and body language; Video-CV Duration: 04:00			
2	Professional communication: E-mail writing; soft skills, weaknesses presented within the STAR frame; Reading: skimming and scanning techniques; Making notes based on a written text Duration: 04:00			
3	On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duration: 02:00 Role playing on the phone: receiving and taking calls, spelling names, writing down numbers, taking messages Duration: 02:00			Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle Continuous assessment Not Presential Duration: 02:00
4	Search for specific information; preparing info for a debate or meeting, taking notes while listening Duration: 02:00 Giving and asking for opinion; taking turns in a debate; preparing and participating in a videoconference Duration: 02:00			Taking notes from a recorded live presentation (TED talk) Continuous assessment Not Presential Duration: 02:00
5	Synchronous and asynchronous online job interview; risky questions, most valued soft skills Duration: 02:00 Technical and scientific definitions, classifications. Physical and process description, providing specific information with professional terminology Duration: 02:00			

6	<p>Coherence and cohesion; hedging; professional vocabulary and collocations Duration: 02:00</p> <p>Describing and defining devices and processes, detailed description of their position and movement Duration: 02:00</p>			<p>Recorded 5-8 minute job interview, work in pairs</p> <p>Continuous assessment Not Presential Duration: 02:00</p>
7	<p>Cover letter: formal and informal style, British and American conventions contrasted with the Spanish usage. Duration: 02:00</p> <p>Introduction to formal writing: technical writing and its features. Text and paragraph structure: introduction, body, conclusions Duration: 02:00</p>			<p>Definition and physical and process description exercises.</p> <p>Continuous assessment Not Presential Duration: 02:00</p> <p>Cover letter to be prepared as a response to a real job offer</p> <p>Continuous assessment Not Presential Duration: 02:00</p>
8	<p>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading Duration: 02:00</p> <p>Analysis of the structure, ordering of scrambled sentences into a logical paragraph Duration: 02:00</p>			
9	<p>Paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions Duration: 02:00</p> <p>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology Duration: 02:00</p>			<p>Classwork and exercises completed on Moodle along the whole semester</p> <p>Continuous assessment Not Presential Duration: 10:00</p>
10	<p>Oral presentation based on the previously presented proposal Duration: 02:00</p> <p>Preparing your visuals, contents, fonts size, images, copyright, accessibility Duration: 02:00</p>			<p>Long abstract related to sustainability issues in form of a proposal for a presentation</p> <p>Continuous assessment Not Presential Duration: 02:00</p>

11	<p>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact Duration: 04:00</p>			
12	<p>Videoconferencing and seminars Duration: 04:00</p>			
13	<p>Live presentations delivered in the classroom Duration: 02:00</p>			<p>Oral presentation delivered in groups of two on a topic related to their specialty Continuous assessment Presential Duration: 02:00</p>
14	<p>Live presentations delivered in the classroom Duration: 02:00</p>			<p>Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing Continuous assessment Presential Duration: 02:00</p>
15				
16	<p>Final exam Duration: 02:00</p>			<p>Oral presentation Final examination Presential Duration: 02:00 Following the instructions provided in class, each student has to upload a 3-4 min. video CV on Moodle Final examination Not Presential Duration: 02:00 Individual class work Final examination Not Presential Duration: 02:00</p>
17				<p>Final exam including all the contents of the course (70%), grammar, use of English, vocabulary, reading, listening and writing Final examination Not Presential Duration: 02:00</p>

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	Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle		No Presential	02:00	10%	5 / 10	CB04 CG01 CG06
4	Taking notes from a recorded live presentation (TED talk)		No Presential	02:00	%	/ 10	CB04
6	Recorded 5-8 minute job interview, work in pairs		No Presential	02:00	10%	5 / 10	CB04 CG01
7	Definition and physical and process description exercises.		No Presential	02:00	5%	5 / 10	CB04 CG01 CG06
7	Cover letter to be prepared as a response to a real job offer		No Presential	02:00	%	/ 10	CG06 CB04
9	Classwork and exercises completed on Moodle along the whole semester		No Presential	10:00	15%	5 / 10	CG01
10	Long abstract related to sustainability issues in form of a proposal for a presentation		No Presential	02:00	15%	5 / 10	CB04 CG01 CG06
13	Oral presentation delivered in groups of two on a topic related to their specialty		Face-to-face	02:00	15%	5 / 10	CB04 CG01 CG06
14	Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing		Face-to-face	02:00	30%	5 / 10	CB04 CG01

7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	Oral presentation		Face-to-face	02:00	10%	5 / 10	CB04 CG01 CG06

16	Following the instructions provided in class, each student has to upload a 3-4 min. video CV on Moodle		No Presential	02:00	10%	5 / 10	CB04 CG01
16	Individual class work		No Presential	02:00	10%	5 / 10	CB04 CG01
17	Final exam including all the contents of the course (70%), grammar, use of English, vocabulary, reading, listening and writing		No Presential	02:00	70%	5 / 10	CB04 CG01

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Written exam that includes all the contents of the course: tests of grammar, use of the language, listening and writing (70%). A 5/6-minute presentation on a topic related to their specialty (30%): 10% of this mark corresponds to the written proposal.		Face-to-face	02:30	100%	5 / 10	CG01 CB04 CG06

7.2. Assessment criteria

Continuous assessment:

Tasks (70%):

1. **Individual tasks (10%):** students will be asked to hand in one or more individual assignments (e.g. video CV)
2. **Group tasks (40%):** Students will have to complete several written (e.g. project proposals) and oral (oral presentations, job interviews) group tasks
3. **Class work (20%):** This includes questionnaires and written tasks to be delivered along the semester via the Moodle platform.

Continuous assessment tests (30%): Students will have to complete one or more tests along the semester

Final exam assessment:

- A **written test** that includes all the contents of the course (70%): tests of grammar, use of the language, listening and writing.
- A 5/6-minute **presentation** on a topic related to their specialty (30%): 10% of this mark corresponds to the **written proposal**.

Each part of the intermediate tests and continuous evaluation tests of the subject must be PASSED to PASS the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.

Extraordinary call:

- A **written test** that includes all the contents of the course: tests of grammar, use of the language, listening and writing (70%).
- A 5/6-minute **presentation** on a topic related to their specialty (30%): 10% of this mark corresponds to the **written proposal**.

Each part of the intermediate tests and continuous evaluation tests of the subject must be PASSED to PASS the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	All the materials used in the course, exercises and class materials will be available on the platform
M. Hewings: Cambridge Academic English. Upper Intermediate. Cambridge:2012	Bibliography	An integrated skills course for EAP
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliography	Professional English Series
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliography	The words and phrases you need to succeed.
M. Powell: Presenting in English. Thomson/Heinle, 2002	Bibliography	How to give successful presentations
E. Williams: Presentations in English. MacMillan: 2008	Bibliography	Find your voice as a presenter
J. Hughes & A. Mallet: Successful meetings Oxford OUP 2013	Bibliography	DVD and Student's Book Pack
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliography	
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliography	
D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliography	

BBC Learning English	Web resource	https://www.bbc.co.uk/learningenglish/
Wired Magazine	Web resource	https://www.wired.com/
Academic Phrasebank	Web resource	https://www.phrasebank.manchester.ac.uk/
Purdue Online Writing Lab	Web resource	https://www.phrasebank.manchester.ac.uk/
TED Talks	Web resource	https://www.ted.com/talks

9. Other information

9.1. Other information about the subject

Accredited B2 level in English according to the Common European Framework of Reference for Languages is a pre-requisite for this course.

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).

Platforms. The platform used for uploading materials and communication with students will be **Moodle**. Tasks must be handed in using this platform (unless required by the teacher). For on-line tutorials, the preferred platforms will be **Teams** and **Zoom**.

Sustainable Development Goals.

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