



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 Ingenieria De Tecnologias Y Servicios De Telecomunicacion

CURSO ACADÉMICO Y SEMESTRE

2021/22 - Primer semestre

Índice

Guía de Aprendizaje

1. Datos descriptivos.....	1
2. Profesorado.....	1
3. Requisitos previos obligatorios.....	2
4. Competencias y resultados de aprendizaje.....	2
5. Descripción de la asignatura y temario.....	3
6. Cronograma.....	6
7. Actividades y criterios de evaluación.....	9
8. Recursos didácticos.....	13
9. Otra información.....	14

1. Datos descriptivos

1.1. Datos de la asignatura

Nombre de la asignatura	95000011 - Inglés I
No de créditos	3 ECTS
Carácter	Obligatoria
Curso	Segundo curso
Semestre	Tercer semestre
Período de impartición	Septiembre-Enero
Idioma de impartición	Castellano
Titulación	09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion
Centro responsable de la titulación	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
Curso académico	2021-22

2. Profesorado

2.1. Profesorado implicado en la docencia

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

Miguel Sanchez Ibañez (Coordinador/a)		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

3.1. Asignaturas previas requeridas para cursar la asignatura

-
-

- 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

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

RA676 - Ability to present accurately and clearly, both written and orally, text summaries, conferences, talks and listenings. CG6-CG8

RA31 - Capacidad de trabajo en grupo

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

RA711 - Ability to recognize and analyze discursive, lexical, grammatical and stylistic characteristics of the scientific-technical text, and ability to use them in the production of written texts.

RA710 - Ability to recognize and analyze scientific and technical register. Ability to recognize, analyze and produce the structure of academic and scientific-technical texts, together with their rhetorical functions.

5. Descripción de la asignatura y temario

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, following a flipped-classroom methodology.

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 about any topic related to Telecommunication Engineering, preferably live, but also recorded ones: 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, 8 and 9)
 - 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 in academic and professional contexts: the short technical report, the abstract and the letter of motivation
 - 4.4. Clarity, Conciseness and Accuracy
5. Rhetorical Functions (weeks 10, 11 and 12)
 - 5.1. Definition
 - 5.2. Classification

5.3. Physical description

5.4. Process description

6. Cronograma

6.1. Cronograma de la asignatura *

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	Course introduction. Programme and tasks to be handed in throughout the course. Duración: 01:00 LM: Actividad del tipo Lección Magistral		General Characteristics of formal academic (scientific) and professional technical writing. Reading. Duración: 01:00 LM: Actividad del tipo Lección Magistral	
2	Analysis of Purpose, Audience, Register, Tone and Vocabulary Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Analysis of Purpose, Audience, Register, Tone and Vocabulary Duración: 01:00 LM: Actividad del tipo Lección Magistral	
3	Technical and Scientific Style (1) Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Technical and Scientific Style (1) Duración: 01:00 LM: Actividad del tipo Lección Magistral Technical and Scientific Style (1) Duración: 01:00 PR: Actividad del tipo Clase de Problemas	
4	Technical and Scientific Style (2) Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Technical and Scientific Style (1) Duración: 01:00 LM: Actividad del tipo Lección Magistral Technical and Scientific Style (2) Duración: 01:00 PR: Actividad del tipo Clase de Problemas	
5	General overview of academic and technical texts: Structuring the Paragraph Duración: 01:00 PR: Actividad del tipo Clase de Problemas		General overview of academic and technical texts: Structuring the Paragraph Duración: 01:00 LM: Actividad del tipo Lección Magistral General overview of academic and technical texts: Structuring the Paragraph Duración: 01:00 PR: Actividad del tipo Clase de Problemas	TASK 1: Contrastive analysis of texts with different degrees of expertise. Search, analysis and translation of terms TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 02:00
6	General overview of academic and technical texts: Developing paragraph and Textual Patterns Duración: 01:00 PR: Actividad del tipo Clase de Problemas		General overview of academic and technical texts: Developing paragraph and Textual Patterns Duración: 01:00 LM: Actividad del tipo Lección Magistral	
7	Clarity, conciseness and accuracy (1) Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Clarity, conciseness and accuracy (1) Duración: 01:00 LM: Actividad del tipo Lección Magistral	Reading comprehension and exercises. TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00

8	Clarity, conciseness and accuracy (2) Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Clarity, conciseness and accuracy (2) Duración: 01:00 LM: Actividad del tipo Lección Magistral	
9	Academic and professional documents (1): The short technical report Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Academic and professional documents (1): The short technical report Duración: 01:00 LM: Actividad del tipo Lección Magistral	TASK 2: Project proposal: Topic and Abstract/Summary TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 01:00
10	Academic and professional documents (2): The letter of application / motivation. Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Academic and professional documents (2): The letter of application / motivation. Duración: 01:00 PR: Actividad del tipo Clase de Problemas Rhetorical functions (2): Classification Duración: 01:00 LM: Actividad del tipo Lección Magistral	
11	Academic and professional documents (3): the abstract Duración: 01:00 PR: Actividad del tipo Clase de Problemas			TASK 3: Letter of motivation or technical report TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 04:00 Reading comprehension and exercises. TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00
12	Rhetorical functions (1): Definition Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Rhetorical functions (1): Definition Duración: 01:00 LM: Actividad del tipo Lección Magistral	
13	Rhetorical functions (2): Classification Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Academic and professional documents (3): The abstract in final year projects, research papers and technical reports. Duración: 01:00 LM: Actividad del tipo Lección Magistral	Reading comprehension and exercises. TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00
14	Rhetorical functions (3): Physical description and process description Duración: 01:00 PR: Actividad del tipo Clase de Problemas		Rhetorical functions (3): Physical description and process description Duración: 01:00 LM: Actividad del tipo Lección Magistral	TASK 4. Project proposal: development of main points TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 04:00 Optional task. Conference attendance: summary. TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 04:00
15				Written exam. Reading comprehension and questionnaires on the contents taught during the course EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00 Final exam: two parts: 1. Reading + questionnaires (40%) 2. Writing (60%) EX: Técnica del tipo Examen Escrito

				Evaluación sólo prueba final Presencial Duración: 02:00
16				
17				

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
5	TASK 1: Contrastive analysis of texts with different degrees of expertise. Search, analysis and translation of terms	TG: Técnica del tipo Trabajo en Grupo	No Presencial	02:00	15%	5 / 10	CG6 CG8
7	Reading comprehension and exercises.	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	%	/ 10	CG6 CG8
9	TASK 2: Project proposal: Topic and Abstract/Summary	TG: Técnica del tipo Trabajo en Grupo	No Presencial	01:00	5%	5 / 10	CG6 CG8
11	TASK 3: Letter of motivation or technical report	TI: Técnica del tipo Trabajo Individual	Presencial	04:00	20%	5 / 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 4. Project proposal: development of main points	TG: Técnica del tipo Trabajo en Grupo	No Presencial	04:00	20%	5 / 10	CG6 CG8
14	Optional task. Conference attendance: summary.	TI: Técnica del tipo Trabajo Individual	No Presencial	04:00	%	/ 10	CG6 CG8

15	Written exam. Reading comprehension and questionnaires on the contents taught during the course	EX: Técnica del tipo Examen Escrito	Presencial	02:00	40%	5 / 10	CG8 CG6
----	---	-------------------------------------	------------	-------	-----	--------	------------

7.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
15	Final exam: two parts: 1. Reading + questionnaires (40%) 2. Writing (60%)	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 assessment criteria

The course will be assessed applying the following criteria:

- **Mandatory individual or group assignments, class attendance and active participation (60%).** All the compulsory assignments should be delivered and passed (minimum 5/10) in order to pass the overall course.
- **Extra credit activity (5%).** Summary on a conference students must attend on their on regarding any topic concerning telecommunication engineering.
- **Written exam regarding the theoretical and practical aspects of the course contents (40%).** It will consist of two parts: Reading and questionnaires on the contents taught during the course. Students must pass each part separately. In the case of questionnaires, students must pass at least half of them. If students do not pass any of the two parts, they will have to take the whole exam again in the extraordinary call.

In order to be assessed in accordance with these criteria, **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 having 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 assessment.

Final assessment criteria

The course will be evaluated applying the following criteria:

- **Final exam (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 following this modality of evaluation will receive instructions regarding structure of the final exam via e-

mail in the last weeks of the course.

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.

The final exam will consist of three different parts that must be passed separately:

- **Writing (60%).** There will be two writing exercises (30% each) that must be passed separately as well.
- **Reading and questionnaires (40%).** Students must pass each part separately (Reading and questionnaires). In the case of questionnaires, students must pass at least half of them.

All the parts (reading, writing and questionnaires) must be passed separately, i.e.: a mark above 5/10 is required in each part of the exam.

Extraordinary call

Every student not having passed either the continuous or the final assessment modality will have to pass an extraordinary exam, which will consist of the same parts and conditions as the one conceived for final assessment.

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
Moodle	Recursos web	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	Bibliografía	An integrated skills course for EAP
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliografía	Professional English Series
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliografía	The words and phrases you need to succeed.
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliografía	
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliografía	
D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliografía	
BBC Learning English	Recursos web	https://www.bbc.co.uk/learningenglish/
Wired Magazine	Recursos web	https://www.wired.com/
Academic Phrasebank	Recursos web	https://www.phrasebank.manchester.ac.uk/
Purdue Online Writing Lab	Recursos web	https://www.phrasebank.manchester.ac.uk/

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.