



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S.I en Topografía, Geodesia  
y Cartografía

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**125006307 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

12GT - Grado En Ingenieria Geomatica Y Topografia

### ACADEMIC YEAR & SEMESTER

2021/22 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	125006307 - English For Professional And Academic Communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7 Semester 8
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	12GT - Grado en Ingeniería Geomática y Topografía
<b>Centre</b>	12 - E.T.S.I. En Topografía, Geodesia Y Cartografía
<b>Academic year</b>	2021-22

## 2. Faculty

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### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
Mostafa Boieblan El Abouri	310	m.boieblan@upm.es	Sin horario. Tutorials will be announced in class
Silvia Molina Plaza (Subject coordinator)		silvia.molina@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

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#### 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. Prior knowledge recommended to take the subject

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#### 4.1. Recommended (passed) subjects

- Developing English Language Skills

#### 4.2. Other recommended learning outcomes

The subject - other recommended learning outcomes, are not defined.

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CG 1 - Capacidad de análisis, síntesis y selección de la información para aprendizaje autónomo.

CG 11 - Creatividad.

CG 4 - Capacidad de comunicación a través de la palabra y de la imagen.

CG 5 - Utilización de la lengua inglesa.

CG 7 - Capacidad para trabajar en equipos de carácter interdisciplinar.

CG 9 - Razonamiento crítico.

### 5.2. Learning outcomes

RA87 - Puede relacionarse con hablantes nativos con un grado suficiente de fluidez y naturalidad de modo que la comunicación se realice sin esfuerzo por parte de ninguno de los interlocutores.

RA86 - Es capaz de entender las ideas principales de textos complejos que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización

RA88 - Puede producir textos claros y detallados sobre temas diversos así como defender un punto de vista sobre temas generales indicando los pros y los contras de las distintas opciones.

\* 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

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### 6.1. Brief description of the subject

The aim of English for Professional and Academic Communication is to offer an overview of several topics within the field of discourse analysis applied to English in academic and the professional Topography domain.

### 6.2. Syllabus

#### 1. GRAMMAR AND READING MODULE

##### 1.1. GRAMMAR REVISION

##### 1.2. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS. PUNCTUATION. RELATIVE ADVERBS

##### 1.3. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND EXPRESSIONS

##### 1.4. TECHNICAL VOCABULARY: IDENTIFYING Collocations in general and scientific texts.

#### 2. LISTENING MODULE

##### 2.1. LISTENING TO LECTURES. Discourse markers in academic lectures

##### 2.2. LISTENING TO PRESENTATIONS. Discourse markers in presentations

##### 2.3. LISTENING TO DIFFERENT VARIETIES OF MODERN ENGLISH

##### 2.4. IDENTIFYING SOUND PATTERNS (VOWEL SOUNDS, LIAISON, STRESS, ETC.)

#### 3. SPEAKING MODULE. PRESENTATIONS

##### 3.1. PRESENTATION STRUCTURE I. Introducing yourself. Explaining the outline. Signposting

###### 3.1.1. Presentation structure I. Emphasizing

##### 3.2. PRESENTATION STRUCTURE II. Referring to visuals. Summarising. Concluding the speech. Dealing with questions

##### 3.3. CONVERSATIONAL STRATEGIES IN PRESENTATIONS. Rephrasing. Clarifying. Giving examples. Using and avoiding fillers

#### 4. WRITING MODULE

##### 4.1. PRESENTATION OUTLINE AND TECHNICAL REPORT

##### 4.2. PRESENTATION SCRIPT

##### 4.3. COMPARATIVE SUMMARY AND WRITING EMAILS

#### 4.4. THE COVER LETTER

## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1			TEMA 1. GRAMMAR REVISION Duration: 04:00 Cooperative activities	
2			TEMA 1. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS Duration: 04:00 Cooperative activities	
3			TEMA 1. GRAMMATICAL PATTERNS Duration: 04:00 Lecture	
4	TEMA 2. LISTENING TO LECTURES Duration: 02:00 Cooperative activities			GRAMMAR REVISION Written test Continuous assessment Presential Duration: 02:00
5	TEMA 2. LISTENING TO PRESENTATIONS Duration: 02:00 Cooperative activities  TEMA 2. LISTENING TO DIFFERENT VARIETIES OF MODERN ENGLISH Duration: 02:00 Cooperative activities			
6	TEMA 3. CONVERSATIONAL STRATEGIES IN PRESENTATIONS. Rephrasing. Clarifying, Giving examples. Using and avoiding Fillers Duration: 02:00 Cooperative activities			
7	TEMA 3. PRESENTATION STRUCTURE I. Introducing yourself. Explaining the outline. Signposting. Emphasizing Duration: 04:00 Lecture			
8	TEMA 3. PRESENTATION STRUCTURE II. Referring to visuals. Summarising. Concluding the speech. Dealing with questions Duration: 01:00 Cooperative activities			THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND ABSTRACT Written test Continuous assessment Presential Duration: 03:00



9			<b>TEMA 4. COMPARATIVE SUMMARY</b> Duration: 02:00 Lecture	
10			<b>COMPARATIVE SUMMARY</b> Duration: 04:00 Cooperative activities	
11			<b>TEMA 4. PRESENTATION OUTLINE REVIEW. PRESENTATION SCRIPT</b> Duration: 04:00 Cooperative activities	
12				<b>COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT</b> Written test Continuous assessment Presential Duration: 04:00
13			<b>TEMA 4:THE COVER LETTER</b> Duration: 04:00 Cooperative activities	
14		<b>TEMA 3. PRESENTATION PRACTICE</b> Duration: 04:00 Laboratory assignments		<b>ATTENDANCE AND ACTIVE PARTICIPATION: 80%</b> Other assessment Continuous assessment Presential Duration: 00:00
15		<b>TEMA 3. PRESENTATION PRACTICE</b> Duration: 04:00 Laboratory assignments		<b>GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.</b> Individual presentation Continuous assessment Presential Duration: 04:00
16				<b>GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.LISTENING COMPREHENSION TEST.GRAMMAR REVISION TEST. LINKING EXPRESSIONS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM</b> Other assessment Final examination Presential Duration: 04:00
17				

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
4	GRAMMAR REVISION	Written test	Face-to-face	02:00	20%	5 / 10	CG 9 CG 5
8	THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND ABSTRACT	Written test	Face-to-face	03:00	20%	5 / 10	CG 1 CG 5 CG 9
12	COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT	Written test	Face-to-face	04:00	20%	5 / 10	CG 9 CG 1 CG 5
14	ATTENDANCE AND ACTIVE PARTICIPATION: 80%	Other assessment	Face-to-face	00:00	10%	5 / 10	
15	GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.	Individual presentation	Face-to-face	04:00	30%	5 / 10	CG 9 CG 1 CG 5 CG 11 CG 4

#### 8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. LISTENING COMPREHENSION TEST. GRAMMAR REVISION TEST. LINKING EXPRESSIONS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM	Other assessment	Face-to-face	04:00	100%	5 / 10	CG 11 CG 4 CG 9 CG 1 CG 5

### 8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

## 8.2. Assessment criteria

Continuous assessment of the students' performance throughout the semester is integrated into the course, carried out by the lecturer and takes the form of regular short achievement tests, assignments and presentations . Regular attendance , 85% overall of the classes, is a requirement for this kind of assessment.

Concerning the Final examination, grades are given on the basis of this exam, which takes place at the end of the course. In addition, fifteen working days before this examination or the resit examination date, students must submit their presentation outline, presentation abstract and presentation script. The Final examination comprises the four modules: listening and speaking, reading and writing. The resit examination is based on the different course areas. Therefore, it comprises the same modules.

Students availing themselves of the Transitional Provision of Royal Decree 1393/2007 ( 25th May 2017) must have their English language proficiency certified as Level B2 at least five working days prior to the final examination or the resit examination date.

## 9. Teaching resources

### 9.1. Teaching resources for the subject

Name	Type	Notes
Allen, M., Powell, D. & Dolby, D. (2007). IELTS Graduation. Oxford. MacMillan.	Bibliography	
Anderson, K., Lynch, T. & Maclean, J. (2004). Study Speaking. Cambridge. Cambridge University Press.	Bibliography	
Bailey, S. (2006) (2015). Academic Writing. A Handbook for International Students. New York. Routledge.	Bibliography	
Comfort, J. (2004). Effective Presentations. Oxford. Oxford University Press.	Bibliography	
Hewings, M. (2008). Advanced Grammar in Use. Cambridge. Cambridge University Press.	Bibliography	
Hewings, M. (2009). Cambridge Grammar for CAE and Proficiency. Cambridge. Cambridge University Press.	Bibliography	
<a href="http://dictionary.cambridge.org/es">http://dictionary.cambridge.org/es</a>	Web resource	
<a href="http://www.oxfordlearnersdictionaries.com/">http://www.oxfordlearnersdictionaries.com/</a>	Web resource	
ILLLAB Integrated Language Learning Lab	Web resource	
Murphy, R. (2012). English Grammar in Use with Answers. A Self-study Reference and Practice Book for Intermediate Students of English. Cambridge. Cambridge University	Bibliography	

Press		
<a href="http://www.text2speech.org/">http://www.text2speech.org/</a>	Web resource	
<a href="http://www.freecollocation.com/">http://www.freecollocation.com/</a>	Web resource	

## 10. Other information

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### 10.1. Other information about the subject

The course is taught entirely in English; accordingly, students are expected to use the English language in class at all times.