



UNIVERSIDAD  
POLITÉCNICA  
DE MADRID

PROCESO DE  
COORDINACIÓN DE LAS  
ENSEÑANZAS PR/CL/001



E.T.S. de Ingeniería y Sistemas  
de Telecomunicación

# ANX-PR/CL/001-01

## GUÍA DE APRENDIZAJE

### ASIGNATURA

595000512 - Uso Profesional De La Lengua Inglesa

### PLAN DE ESTUDIOS

59ID - Grado En Ingeniería Y Sistemas De Datos

### CURSO ACADÉMICO Y SEMESTRE

2021/22 - Primer semestre

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## 1. Datos descriptivos

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### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	595000512 - Uso Profesional de la Lengua Inglesa
<b>No de créditos</b>	6 ECTS
<b>Carácter</b>	Obligatoria
<b>Curso</b>	Segundo curso
<b>Semestre</b>	Tercer semestre Cuarto semestre
<b>Período de impartición</b>	Septiembre-Enero
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	59ID - Grado en Ingeniería y Sistemas de Datos
<b>Centro responsable de la titulación</b>	59 - Escuela Técnica Superior De Ingeniería Y Sistemas De Telecomunicación
<b>Curso académico</b>	2021-22

## 2. Profesorado

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### 2.1. Profesorado implicado en la docencia

<b>Nombre</b>	<b>Despacho</b>	<b>Correo electrónico</b>	<b>Horario de tutorías</b> *
Bozena Wislocka Breit (Coordinador/a)	A4308	bozena.wislocka@upm.es	Sin horario. Always to be confirmed previously by email

\* Las horas de tutoría son orientativas y pueden sufrir modificaciones. Se deberá confirmar los horarios de tutorías con el profesorado.

## 3. Requisitos previos obligatorios

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### 3.1. Asignaturas previas requeridas para cursar la asignatura

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### 3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Grado En Ingeniería Y Sistemas De Datos no tiene definidos requisitos para esta asignatura.

## 4. Competencias y resultados de aprendizaje

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### 4.1. Competencias

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. Resultados del aprendizaje

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

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

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

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.

## 5. Descripción de la asignatura y temario

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### 5.1. Descripción de la asignatura

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. Temario de la asignatura

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:
  - 4.1. Long abstract
  - 4.2. Oral presentation
  - 4.3. Poster or pentachart
5. Applying for a position (academic or professional):
  - 5.1. Interviews
  - 5.2. Letter of motivation / Covering letter

## 6. Cronograma

### 6.1. Cronograma de la asignatura \*

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<p>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 Duración: 04:00 AC: Actividad del tipo Acciones Cooperativas</p>			
2	<p>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 Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p>Coherence and cohesion; hedging; professional vocabulary and collocations Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			<p>Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
3	<p>On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p>Role playing on the phone: receiving and taking calls, spelling names, writing down numbers, taking messages Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p>			<p>Role playing on the phone; receiving and taking calls, spelling names and writing down numbers TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 02:00</p>
4	<p>Search for specific information; preparing info for a debate or meeting, taking notes while listening Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p>Giving and asking for opinion; taking turns in a debate; preparing and participating in a videoconference Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p>			<p>Taking notes from a recorded live presentation (TED talk) ET: Técnica del tipo Prueba Telemática Evaluación continua No presencial Duración: 02:00</p>

5	<p><b>Synchronous and asynchronous online job interview; risky questions, most valued soft skills</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Technical and scientific definitions, classifications. Physical and processes description, providing specific information with professional terminology</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p>			<p><b>Recorded 5-8 minutes job interview, carried out in pairs</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 02:00</p>
6	<p><b>Identifying and defining devices and processes, detailed description of their position and movement</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Test 1: covering all the topics and vocabulary developed in the weeks 1-5</b> Duración: 00:00 OT: Otras actividades formativas</p>			<p><b>Test 1 covering all the topics and vocabulary developed in weeks 1-5</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00</p>
7	<p><b>Cover letter: formal and informal style, British and American conventions contrasted with the Spanish usage.</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Introduction to formal writing: technical writing and its features. Text and paragraph structure: introduction, body, conclusions</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p>			<p><b>Cover letter to be prepared as a response to a real job offer</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
8	<p><b>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Analysis of the structure, ordering of scrambled sentences into a logical paragraph</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p>			<p><b>300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 02:00</p>
9	<p><b>5 paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology</b> Duración: 02:00 AC: Actividad del tipo Acciones</p>			<p><b>Classwork and exercises completed on Moodle along the whole semester</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 10:00</p>



	Cooperativas			
10	<p><b>Scientific and academic writing styles: abstract, key words, affiliation, references and bibliography, different citation styles (EEE, Harvard, MLA, APA), plagiarism and autocitations</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Abstract writing, key words selection, exercises en literal citation, paraphrasing or merely mentioning a bibliographical source</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p>			
11	<p><b>Oral presentation based on the previously presented proposal</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Preparing your visuals, contents, fonts size, images, copyright, accessibility</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p>			
12	<p><b>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Videoconferencing and seminars</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p>			
13	<p><b>Test 2 covering all the topics and vocabulary developed in the weeks 6-12</b> Duración: 00:00 OT: Otras actividades formativas</p> <p><b>Live presentations delivered in the classroom</b> Duración: 02:00 OT: Otras actividades formativas</p>			<p><b>Written test covering topics developed in weeks 6-12</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00</p>
14	<p><b>Live presentations delivered in the classroom</b> Duración: 02:00 OT: Otras actividades formativas</p> <p><b>Live presentations delivered in the classroom</b> Duración: 02:00 OT: Otras actividades formativas</p>			<p><b>Oral presentation delivered in pairs on a topic related to their specialty</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 00:10</p>
				<p><b>Final exam including all the contents of the course, grammar, use of language, vocabulary, listening and writing</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 02:00</p>

15				<p><b>Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle</b></p> <p>TI: Técnica del tipo Trabajo Individual Evaluación sólo prueba final No presencial Duración: 00:05</p> <p><b>Oral presentation carried out in pairs on a topic related to their specialty</b></p> <p>TG: Técnica del tipo Trabajo en Grupo Evaluación sólo prueba final Presencial Duración: 00:10</p> <p><b>Two remaining tasks: cover letter and 300-350 words proposal will be given 10%.</b></p> <p>TI: Técnica del tipo Trabajo Individual Evaluación sólo prueba final No presencial Duración: 02:00</p>
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
2	Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	10%	5 / 10	CB04 CG01
3	Role playing on the phone; receiving and taking calls, spelling names and writing down numbers	TG: Técnica del tipo Trabajo en Grupo	No Presencial	02:00	5%	5 / 10	CB04 CG01 CG06
4	Taking notes from a recorded live presentation (TED talk)	ET: Técnica del tipo Prueba Telemática	No Presencial	02:00	5%	5 / 10	CB04 CG01 CG06
5	Recorded 5-8 minutes job interview, carried out in pairs	TG: Técnica del tipo Trabajo en Grupo	No Presencial	02:00	10%	5 / 10	CG06 CB04 CG01
6	Test 1 covering all the topics and vocabulary developed in weeks 1-5	EX: Técnica del tipo Examen Escrito	Presencial	02:00	15%	5 / 10	CB04 CG01
7	Cover letter to be prepared as a response to a real job offer	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	5%	5 / 10	CB04
8	300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	15%	5 / 10	CB04 CG01 CG06
9	Classwork and exercises completed on Moodle along the whole semester	TI: Técnica del tipo Trabajo Individual	No Presencial	10:00	5%	5 / 10	CB04 CG01

13	Written test covering topics developed in weeks 6-12	EX: Técnica del tipo Examen Escrito	Presencial	02:00	15%	5 / 10	CB04 CG01 CG06
14	Oral presentation delivered in pairs on a topic related to their specialty	PG: Técnica del tipo Presentación en Grupo	Presencial	00:10	15%	5 / 10	CB04 CG01 CG06

### 7.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
15	Final exam including all the contents of the course, grammar, use of language, vocabulary, listening and writing	EX: Técnica del tipo Examen Escrito	Presencial	02:00	70%	5 / 10	CG01 CG06 CB04
15	Following the instructions provided in class, each student has to upload a 3-4 min. CV video on Moodle	TI: Técnica del tipo Trabajo Individual	No Presencial	00:05	10%	5 / 10	CG06 CB04 CG01
15	Oral presentation carried out in pairs on a topic related to their specialty	TG: Técnica del tipo Trabajo en Grupo	Presencial	00:10	10%	5 / 10	CG01 CB04 CG06
15	Two remaining tasks: cover letter and 300-350 words proposal will be given 10%,	TI: Técnica del tipo Trabajo Individual	No Presencial	02:00	10%	5 / 10	CG06 CB04 CG01

### 7.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
A test that includes all the contents of the course, test of grammar, use of language, listening and writing (70%)	EX: Técnica del tipo Examen Escrito	Presencial	02:00	70%	5 / 10	CB04 CG01 CG06
A 5/6 minutes presentation on a topic related to the student's specialty (20%). Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.	EP: Técnica del tipo Examen de Prácticas	Presencial	00:07	20%	5 / 10	CG06 CB04 CG01

Unless tasks required for the Final Exam only (proposal, job interview, motivation letter, etc.) have already been handed in and approved, they need to be delivered one week before the exam.	TI: Técnica del tipo Trabajo Individual	Presencial	02:00	10%	5 / 10	CB04 CG01 CG06
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## 7.2. Criterios de evaluación

### Continuous assessment:

#### Tasks (70%):

1. Individual task: video CV (10%)
2. Group tasks (40%):
  - a. Project proposal (long abstract, 15%)
  - b. Oral presentation (15%)
  - c. Job interview (10%)
3. Class work (to be handed in via Moodle): 15% +5% Definitions

**Continuous assessment includes also** Test 1 (15%): to be held in week 6 and Test 2 (15%) in week 11. It will consist of listening and reading and writing tasks, plus some additional exercises.

#### 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 (10% of this mark corresponds to the written proposal)
- Job interview, cover letter and proposal need to be handed in one week before the exam

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 (Evaluación convocatoria extraordinaria):

- A 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 (10% of this mark corresponds to the written proposal)

Tasks required for the Final Exam only (proposal, job interview and motivation letter need to be handed in one week before the exam, unless already done and approved by the teacher.

Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.

## 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.
M. Powell: Presenting in English. Thomson/Heinle, 2002	Bibliografía	How to give successful presentations
E. Williams: Presentations in English. MacMillan: 2008	Bibliografía	Find your voice as a presenter
J. Hughes & A. Mallet: Successful meetings Oxford OUP 2013	Bibliografía	DVD and Student's Book Pack
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	<a href="https://www.bbc.co.uk/learningenglish/">https://www.bbc.co.uk/learningenglish/</a>
Wired Magazine	Recursos web	<a href="https://www.wired.com/">https://www.wired.com/</a>
Academic Phrasebank	Recursos web	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>
Purdue Online Writing Lab	Recursos web	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>
TED Talks	Recursos web	<a href="https://www.ted.com/talks">https://www.ted.com/talks</a>

## 9. Otra información

### 9.1. Otra información sobre la asignatura

- Students need to bear in mind that in order to take this subject they need to prove being in possession of a certificate of **"Accredited B2 level in English according to the Common European Framework of Reference for Languages"**.
- **Classes will be delivered in the English language, which is also to be used in all interactions between the student and the teacher (emails, office hours, conversations).**
- 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 **required** to use their **corporate e-mail address** (xxxx@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 differently 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.