ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

65004066 - English For Professional And Academic Communication

DEGREE PROGRAMME

06IE - Grado En Ingenieria De La Energia

ACADEMIC YEAR & SEMESTER

2021/22 - Semester 2

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1. Description

1.1. Subject details

Name of the subject	65004066 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Optional
Academic year ot the programme	Fourth year
Semester of tuition	Semester 8
Tuition period	February-June
Tuition languages	English
Degree programme	06IE - Grado en Ingenieria de la Energia
Centre	06 - Escuela Tecnica Superior De Ingenieros De Minas Y Energia
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.
Ismael Arinas Pellon (Subject coordinator)		ismael.arinas@upm.es	- -
Isabel Lopez Hernandez	A14	isabel.lopez@upm.es	Sin horario.

* 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

-

-

- 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

4.1. Recommended (passed) subjects

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

4.2. Other recommended learning outcomes

- Basic knowledge of communication in Spanish

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5. Skills and learning outcomes *

5.1. Skills to be learned

CE22 - Comprender y expresarse correctamente de forma oral y escrita en inglés en las diversas situaciones comunicativas propias del ámbito académico y profesional donde desarrolla su actividad.

CG3 - Aplicar los conocimientos adquiridos para identificar, formular y resolver problemas dentro de contextos amplios y multidisciplinarios, siendo capaces de integrar conocimientos, trabajando en equipos multidisciplinares.

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.

CG8 - Capacidad de trabajar en un entorno bilingüe (inglés-castellano).

5.2. Learning outcomes

RA314 - Es capaz de comprender conferencias y discursos extensos, y seguir las líneas argumentales complejas, siempre que el tema sea relativamente conocido

RA316 - Es capaz de redactar 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

RA310 - Es capaz de entender las ideas principales de textos complejos que traten de temas tanto concretos como abstractos, incluyendo los de carácter técnico dentro de su campo de especialización

RA313 - Es capaz de redactar 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

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

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7. Schedule

7.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	**Introduction of the basic concepts in communication through real examples with questions and exercises.** Duration: 02:30 Cooperative activities			
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			**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.

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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	CG3 CG6
4	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
5	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
6	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
7	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
8	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
9	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
10	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	

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11	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
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	CE22 CG3 CG5 CG6 CG8
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	CE22 CG3 CG5 CG6 CG8
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	CE22 CG3 CG6 CG8

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	CG3 CG6
4	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
5	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
6	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	

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7	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
8	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
9	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
10	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
11	Listening comprehension exercises, reading comprehension exercises and unit exercises in AulaWeb.	Online test	Face-to-face	00:20	2%	6 / 10	
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	CE22 CG3 CG5 CG6 CG8
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	CE22 CG3 CG6 CG8
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	CE22 CG3 CG6 CG8

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.

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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.

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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).
Software tools	Web resource	Section 1 of unit 1 includes a complete commented list of free or partially free tools to help you improve the quality of your English language (dictionaries, spelling and style checkers, mind mappers, use reference tools, etc.)

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10. Other information

10.1. Other information about the subject

Due to the uncertainty generated by the international health emergency, the Universidad Politécnica de Madrid has established that should the authorities decree a new confinement during this semester, all course activities should be transferred in the following 72 hours to an on-line format. This would include tutoring sessions and may also include evaluation activities. The syllabus (Temario) is expected to be the same, regardless of the health circumstances.