



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

95000315 - Uso Profesional De La Lengua Inglesa

### PLAN DE ESTUDIOS

09BM - Grado En Ingenieria Biomedica

### CURSO ACADÉMICO Y SEMESTRE

2021/22 - Segundo semestre

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## 1. Datos descriptivos

### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	95000315 - Uso Profesional de la Lengua Inglesa
<b>No de créditos</b>	6 ECTS
<b>Carácter</b>	Básica
<b>Curso</b>	Segundo curso
<b>Semestre</b>	Cuarto semestre
<b>Período de impartición</b>	Febrero-Junio
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	09BM - Grado en Ingeniería Biomedica
<b>Centro responsable de la titulación</b>	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
<b>Curso académico</b>	2021-22

## 2. Profesorado

### 2.1. Profesorado implicado en la docencia

Nombre	Despacho	Correo electrónico	Horario de tutorías *
Javier Herrero Ruiz	C-204	javier.herrero@upm.es	L - 17:00 - 19:00 J - 16:00 - 17:00 J - 19:00 - 20:00 To be confirmed
Miguel Sanchez Ibañez (Coordinador/a)	C-204	miguel.sanchezi@upm.es	M - 10:00 - 12:00 X - 10:00 - 12:00 J - 10:00 - 12:00 To be confirmed

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

con el profesorado.

### 3. Conocimientos previos recomendados

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#### 3.1. Asignaturas previas que se recomienda haber cursado

El plan de estudios Grado en Ingeniería Biomedica no tiene definidas asignaturas previas recomendadas para esta asignatura.

#### 3.2. Otros conocimientos previos recomendados para cursar la asignatura

- CEFRL B2 level in English

### 4. Competencias y resultados de aprendizaje

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#### 4.1. Competencias

CE50 - Capacidad de comprender y expresarse de forma oral y escrita en inglés a nivel profesional científico-técnico.

CG13 - Ser capaz de colaborar con grupos internacionales, interdisciplinarios y multiculturales.

CG15 - Transmitir la información adquirida, las ideas, los problemas y las soluciones de forma oral y escrita en castellano e inglés.

## 4.2. Resultados del aprendizaje

RA98 - Adquirir terminología propia de ciencias de la salud.

RA55 - Elaborar documentos y preparar presentaciones para difundir los resultados de los trabajos

RA128 - Desarrollar la capacidad de presentación oral pública.

RA125 - Desarrollar la capacidad de realizar un trabajo en equipo, en la planificación del trabajo común, la búsqueda de fuentes de información y la presentación de resultados.

RA165 - Presentar de forma oral o escrita las conclusiones más relevantes de un trabajo de investigación

RA164 - Realizar búsquedas bibliográficas y extraer/analizar las conclusiones más importantes

## 5. Descripción de la asignatura y temario

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### 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.

Guided practical sessions: besides theory, a varied range of activities, both individually and in groups, will be carried out. Some of them will be focused on finding mistakes in texts, reading specialized papers and reports, listening exercises and many other tasks related to the understanding and the creation of oral and written texts about biomedical issues.

Practical sessions : in-class debates on controversial ethical issues. Practical exercises on key points taught and explained in class, both individual and in groups. Note-taking exercises on listening activities and technical lectures given in English.

Attendance and active participation in seminars and lectures held at the ETSIT de Telecomunicación: students may 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, lab and research reports... to be done at home according to the issues

taught in class

Office hours: they will be organized according to the University regulations in force, and besides that, students will be able to contact their teachers via email. English is welcome as the main language to be used both in emails and during the office hours.

## 5.2. Temario de la asignatura

### 1. General Characteristics of formal academic (scientific) and professional technical writing

#### 1.1. Main Characteristics:

1.1.1. Accuracy, objectivity, clarity, conciseness, organization, correctness, style

1.1.2. Lexical, grammatical, morphosyntactic & functional features

#### 1.2. The writing process:

1.2.1. Phases: Planning phase, Drafting Phase, Revising Phase

1.2.2. Analysis of Purpose, Audience, Register, Tone and Vocabulary

### 2. Technical and scientific style

2.1. Formal vs. informal style: contrastive analysis with technical reports, e-mails, letters and other technical texts

#### 2.2. Clarity, Conciseness and Accuracy:

2.2.1. Providing intra- and inter- paragraph coherence and cohesion: Syntactic cohesion (by the use of referring expressions, substitution and ellipsis) and lexical cohesion (repetition, antonyms and synonyms), transitional words or connectors.

2.2.2. Conciseness: Reduction of adverbial time clauses and relative clauses, avoiding redundant and

pompous words, and correct use of effective nominalizations.

2.2.3. Gender issues in writing

2.3. 2.3. Accuracy: Revision of the most typical grammatical, morphosyntactic and discursive problems when writing in English:

2.3.1. Fragment vs. complete sentence

2.3.2. Subject-verb agreement

2.3.3. Dangling modifiers

2.3.4. Run-on sentences

2.3.5. Non-parallel structure

2.3.6. Active voice vs. passive voice

2.3.7. Nominalizations

3. General Overview of academic and technical texts

3.1. Structuring the Paragraph

3.2. Structuring the Academic and Technical Text

3.2.1. Organizational structure

3.2.2. Deductive vs. inductive organization

3.2.3. Techniques to begin an introduction

3.2.4. Developing Paragraph and Textual Patterns: chronological order, cause-effect, problem-method-solution, general-specific, specific-general, from most to least important, from least to most important, comparison and contrast, enumeration, exemplification.

3.3. Rhetorical Functions: Definition, Classification, Physical Description and Process Description

3.4. Reading and analysis of different technical texts on topics related to biomedical sciences

4. The Final Project Work: Discourse Organization

4.1. Abstract

4.2. Introduction

4.3. Method

4.4. Results

4.5. Discussion

4.6. Conclusions

5. Other academic and professional documents:

5.1. The Curriculum Vitae

5.2. The Letter of Application / Letter of Motivation

6. Brief introduction to oral communication

6.1. Components and factors of the communication process: Language functions, language styles, register and tone

6.2. General rules of pronunciation, intonation and stress

7. Corporate cultures in biomedical companies

7.1. Corporate cultures and work styles

7.2. Searching for a job

8. The Job Interview

8.1. Selection techniques and types of job interviews

8.2. The structure of the job interview

8.3. Preparation of the job interview

8.4. Practice of job interview in groups

9. Oral presentations

9.1. The elements of a successful presentation: Preparation, audience, eye contact, use of voice and use of time

9.2. The Structure of the Oral Presentation: The introduction, the main body, the end and the delivery

9.3. Practice of an oral presentation (individually or in group)

10. General overview of meetings

10.1. Types of meetings: Informal and formal, brainstorming, decision-making, problem-solving, speed meetings, elevator pitch, job interviews, teleconferencing, etc.

10.2. Characteristics of successful meetings: objectives, preparation, role of participants

10.3. Organizing, chairing and taking part in meetings and discussions

10.4. Holding meetings: practice



## 6. Cronograma

### 6.1. Cronograma de la asignatura \*

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<p><b>Course presentation</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>General Characteristics of academic and professional technical writing</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Soft skills. Writing process. English: the only language for science?</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p>			
2	<p><b>Formality vs. Informality</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Email-writing workshop</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			
3	<p><b>Accuracy</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Accuracy</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Optional test to assess different aspects concerning the scientific writing style studied in class.</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 01:30</p>
4	<p><b>Clarity and conciseness</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Clarity and conciseness</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Reading and presentation of scientific texts on Biomedical Engineering in order to analyse their target audience, goals, discursive structure, rhetorical functions and models of textual cohesion and consistency.</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua No presencial Duración: 05:00</p>

5	<p><b>Paragraph structuring</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Paragraph structuring</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Exercise on definitions: students must pick the most suitable defining strategy to define each one of the specialized biomedical concepts previously given</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua No presencial Duración: 02:30</p>
6	<p><b>Definitions</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Physical and process descriptions</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			
7	<p><b>Abstract writing</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Abstract writing</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			
8	<p><b>Oral communication: introduction and characteristics</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Oral communication. Courtesy and diplomacy</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Pronunciation</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			
	<p><b>Corporate Culture in the biomedical Industry</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Pronunciation</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			

9	<p><b>CV and videoCV workshop: how to start a job-searching process.</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			
10	<p><b>Tema 3 (I) The Job interview. Techniques, tips and types of job interviews</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Pronunciation</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>The Job interview. Structure and preparation</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Abstract writing</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua No presencial Duración: 02:00</p> <p><b>Presentation about different aspects concerning job interviews</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 00:00</p>
11	<p><b>Practice of job interview in groups</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Listening</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Roleplay: job interview</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 00:30</p>
12	<p><b>Oral presentations. Elements of a successful presentation.</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Oral presentations. Signposting</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Preparation of an oral presentation</b> ET: Técnica del tipo Prueba Telemática Evaluación continua No presencial Duración: 03:00</p>

13	<p><b>Delivery of oral presentations.</b> Duración: 03:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Oral presentations</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 03:00</p>
14	<p><b>General overview of meetings.</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>General overview of meetings: Organizing, Chairing and Taking Part in Discussions</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			
15				<p><b>Continuous assessment exam</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00</p>
16				
17				<p><b>Final exam consisting of two parts: written (with reading, writing and grammar exercises, 60% of the final grade) and oral (with a 6/8-minute presentation and a short interview, 40% of the final grade).</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 03:00</p>

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
3	Optional test to assess different aspects concerning the scientific writing style studied in class.	EX: Técnica del tipo Examen Escrito	Presencial	01:30	10%	5 / 10	CE50 CG15
4	Reading and presentation of scientific texts on Biomedical Engineering in order to analyse their target audience, goals, discursive structure, rhetorical functions and models of textual cohesion and consistency.	PG: Técnica del tipo Presentación en Grupo	No Presencial	05:00	%	/ 10	
5	Exercise on definitions: students must pick the most suitable defining strategy to define each one of the specialized biomedical concepts previously given	PG: Técnica del tipo Presentación en Grupo	No Presencial	02:30	10%	5 / 10	CG15 CE50
10	Abstract writing	PG: Técnica del tipo Presentación en Grupo	No Presencial	02:00	10%	5 / 10	CE50 CG15
10	Presentation about different aspects concerning job interviews	PG: Técnica del tipo Presentación en Grupo	Presencial	00:00	%	/ 10	
11	Roleplay: job interview	PG: Técnica del tipo Presentación en Grupo	Presencial	00:30	%	/ 10	
12	Preparation of an oral presentation	ET: Técnica del tipo Prueba Telemática	No Presencial	03:00	%	/ 10	CG15 CE50 CG13
13	Oral presentations	PG: Técnica del tipo Presentación en Grupo	Presencial	03:00	10%	5 / 10	CG13

15	Continuous assessment exam	EX: Técnica del tipo Examen Escrito	Presencial	02:00	60%	5 / 10	
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### 7.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Final exam consisting of two parts: written (with reading, writing and grammar exercises, 60% of the final grade) and oral (with a 6/8-minute presentation and a short interview, 40% of the final grade).	EX: Técnica del tipo Examen Escrito	Presencial	03:00	100%	5 / 10	CE50 CG13 CG15

### 7.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
Final exam consisting of two parts: written (with reading, writing and grammar exercises, 60% of the final grade) and oral (with a 6/8-minute presentation and a short interview, 40% of the final grade).	EX: Técnica del tipo Examen Escrito	Presencial	03:00	100%	5 / 10	

## 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 course coordinator before February 28th.

Evaluation will assess if students have acquired all the competences of the subject. Thus, final assessment will be carried out considering all the evaluation techniques and contents used in the continuous one, and will take place 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.

### Continuous assessment criteria

The course will be assessed applying the following criteria:

- Mandatory individual or group assignments, class attendance and active participation (40%). All the compulsory assignments should be delivered and passed (minimum 5/10) in order to pass the overall course.
- Extra credit activity (5%). Recording of a VideoCV.
- Written exam regarding the theoretical and practical aspects of the course contents (60%). It will consist of different parts, concerning the main contents taught during the semester: Reading and listening exercises, exercises on accuracy, clarity, rhetorical functions such as definitions and descriptions, different textual genres... Students must pass each part of the exam separately.

In order to be assessed in accordance with these criteria, class attendance is compulsory. A maximum of 3 justified absences are allowed.

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 following this kind of assessment 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 exam and should opt for the final examination.

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

- Written exam regarding the theoretical and practical aspects of the course contents (60%). It will consist of different parts, concerning the main contents taught during the semester: Reading and listening exercises, exercises on accuracy, clarity, rhetorical functions such as definitions and descriptions, different textual genres... Students must pass each part of the exam separately.
- Oral exam (40%). Students will have to give a 10-12 minutes presentation on some topic related to Biomedical engineering, followed by a brief interview about their academic and professional interests

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.
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

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### 9.1. Otra información sobre la asignatura

**Nota 1.-** Students must choose between doing a final exam during the 15th week or doing a continuous assessment test and submitting all the compulsory assignments during the term, within the deadlines established by the teachers, normally during the first month of class

**Nota 2.-** The timeline included in this guide is a preliminary plan of the contents which may be modified along the semester.

**Nota 3.-** In order to calculate properly the number of hours each student must dedicate to the course, the activities which last several weeks have been included only once in the timeline.

**Nota 4.-** The course will be taught in English.

**Nota 5.-** Concerning the SDG, along the present course students will learn and practice the following contents, allocated along the 15 weeks of teaching:

SDGs N° 4 on Education, N° 5 on Gender Equality, N° 7 on Energy, and N° 9 on Industry, innovation and infrastructures, will be analyzed and applied by:

1- Increasing the number of citizens with the necessary technical and professional competences to access a fair employment and entrepreneurship (SDG 4)

2- Enabling all students to be able to acquire enough technical and professional knowledge to promote a sustainable development as present students and future professionals (SDG 4)

3- Providing content related to Corporate cultures of biomedical companies and Job searching with a special focus on green companies (SDGG 13) and gender equality (SDG 5).

4- Including some related topics in the exercises and materials used in class, such as:

- The application of robots to innovate in medicine and to achieve a more sustainable practice.
- The application of Information and Communication Tools to improve and achieve a sustainable health care system, or to contribute to face and control pandemic such as the COVID-19 one, or their applications to innovate in the agriculture sector and the education sector with special focus on underdeveloped countries, etc.