



UNIVERSIDAD
POLITÉCNICA
DE MADRID

PROCESO DE
COORDINACIÓN DE LAS
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros
Informaticos

ANX-PR/CL/001-01

GUÍA DE APRENDIZAJE

ASIGNATURA

105000011 - English For Professional And Academic Communication

PLAN DE ESTUDIOS

10II - Grado En Ingenieria Informatica

CURSO ACADÉMICO Y SEMESTRE

2021/22 - Segundo semestre

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1. Datos descriptivos

1.1. Datos de la asignatura

Nombre de la asignatura	105000011 - English For Professional And Academic Communication
No de créditos	6 ECTS
Carácter	Obligatoria
Curso	Cuarto curso
Semestre	Séptimo semestre Octavo semestre
Período de impartición	Febrero-Junio
Idioma de impartición	Inglés/Castellano
Titulación	10II - Grado en Ingenieria Informatica
Centro responsable de la titulación	10 - Escuela Tecnica Superior De Ingenieros Informaticos
Curso académico	2021-22

2. Profesorado

2.1. Profesorado implicado en la docencia

Nombre	Despacho	Correo electrónico	Horario de tutorías *
Hanane Benali Taouis	6004	hanane.benali@upm.es	M - 11:00 - 15:00 J - 13:00 - 15:00 Appointments to be booked by email in advance. Thank you.

Jelena Bobkina	6004	jelena.bobkina@upm.es	M - 17:00 - 18:00 J - 10:00 - 15:00 Appointments to be booked by email in advance. Thank you.
Elena Montiel Ponsoda (Coordinador/a)	6004	elena.montiel@upm.es	M - 12:00 - 15:00 J - 12:00 - 15:00 Appointments to be booked by email in advance. Thank you.

* 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

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- Nivelación B1 en Lengua Inglesa

- Nivelación B2 en Lengua Inglesa

3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Grado En Ingeniería Informática no tiene definidos requisitos para esta asignatura.

4. Conocimientos previos recomendados

4.1. Asignaturas previas que se recomienda haber cursado

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

4.2. Otros conocimientos previos recomendados para cursar la asignatura

- B2 certification is required (SAI), according to the terms established by the Universidad Politécnica de Madrid
- From all language certificates acknowledging B2 level, we strongly recommend against APTIS.

5. Competencias y resultados de aprendizaje

5.1. Competencias

CG-13/CE55 - Capacidad de comunicarse de forma efectiva con los compañeros, usuarios (potenciales) y el público en general acerca de cuestiones reales y problemas relacionados con la especialización elegida.

CG-2/CE45 - Capacidad para el aprendizaje autónomo y la actualización de conocimientos, y reconocimiento de su necesidad en el área de la informática.

CG-24/25/26/27 - Capacidad para trabajar en el contexto internacional, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

CG-3/4 - Saber trabajar en situaciones carentes de información y bajo presión, teniendo nuevas ideas, siendo creativo.

CG-5 - Capacidad de gestión de la información.

CG-6 - Capacidad de abstracción, análisis y síntesis

CG-7:10/16/17 - Capacidad para trabajar dentro de un equipo, organizando, planificando, tomando decisiones, negociando y resolviendo conflictos, relacionándose, y criticando y haciendo autocrítica

Ce 56 - Ser capaz de aclarar la relevancia y utilidad de la teoría y las habilidades aprendidas en el contexto académico sobre los acontecimientos del mundo real.

5.2. Resultados del aprendizaje

RA223 - Exponer temas profesionales de modo claro, preciso y coherente, teniendo en cuenta el tipo de audiencia.

RA225 - Redactar distintos tipos de textos según las convenciones propias de cada tipo textual.

RA224 - Recopilar y sintetizar coherentemente información de fuentes bibliográficas.

RA222 - Comunicarse de forma eficaz tanto formal como informalmente bien en grupo o de forma individual, mediante el uso de las TIC.

6. Descripción de la asignatura y temario

6.1. Descripción de la asignatura

The main objective of this course is to make students aware of the importance of effective communication skills in academic or professional settings, with a strong focus on contemporary issues related to computer engineering, and to help them develop those skills to communicate effectively in both settings.

The course will be organized around science and technology related topics, and 2 assignments (written Research Proposal -RP- and Oral Presentation -OP) that they will have to complete to pass the course.

It is expected that students are able to:

1. identify and describe major economic, environmental, and health problems for which a computer engineering solution could have a major impact on society;
2. identify different types of texts in their area of knowledge, as well as the register and tone typically used in scientific and technical texts;

3. read and summarise relevant materials about contemporary issues for which computer engineering may play a role, be it orally or in writing;
4. write coherent and cohesive texts that have a clear focus on contemporary issues, structuring, paragraphing, punctuation, etc., and that are correct from a grammatical and spelling viewpoint;
5. use correctly references and citations from relevant materials about contemporary issues for which computer engineering may play a role;
6. deliver a written report about an original research idea (RP) that addresses contemporary issues relevant for computer engineering;
7. develop listening comprehension skills in their area of knowledge;
8. use and explain figures and diagrams in a proper manner (OP);
9. deliver a technical and scientific presentation about an original research idea that addresses contemporary issues relevant for computer engineering (OP)

As for the teaching methodology, we will follow a student-centered approach to learning in which the lecturer's role is to motivate students and facilitate their learning and overall comprehension of concepts and tasks. Student learning is assessed through both formal and informal forms of evaluation, including group projects, student and class participation. Teaching and assessment are connected, and student learning is continuously measured during teacher instruction.

Regarding teaching strategies, direct instruction will be combined with inquiry-based learning and event cooperative learning at some stages. Inquiry-based learning will be the predominant teaching method. This method focuses on student investigation and hand-on learning. Students will "learn by doing" as much as possible, both in the case of writing assignments as well as when delivering oral presentations. Students will also learn from constructive feedback on their work and on the work of others, and will also get feedback from their peers.

6.2. Temario de la asignatura

1. What is Professional and Academic Communication? - Introduction to the course
 - 1.1. 21st Century Skills in the context of EPAC
 - 1.2. Description of assignments: Research Proposals and Oral Presentations
2. Part 1 - Formulating a research idea
 - 2.1. Pentachart (I) - Background and Motivation
 - 2.2. Pentachart (II) - Innovation and Description
 - 2.3. Pentachart (III) - Impact and Path Forward
3. Part 2 - Developing a research idea
 - 3.1. Research Proposal (I): Introduction
 - 3.2. Research Proposal (II): Organization & Structure
 - 3.3. Research Proposal (III): Academic Writing
4. Part 3 - Presenting a research idea
 - 4.1. Effective Oral Presentations (I): Introduction
 - 4.2. Effective Oral Presentations (II): Organization and Structure
 - 4.3. Effective Oral Presentations (III): Format and Style
5. Student's Oral Presentations
6. Student's Research Proposals

7. Cronograma

7.1. Cronograma de la asignatura *

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1	Introduction to the course (I) Duración: 02:00 LM: Actividad del tipo Lección Magistral		Introduction to the course (I) Duración: 02:00 LM: Actividad del tipo Lección Magistral	
2	Pentachart (I) - Background and Motivation Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (I) - Background and Motivation. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
3	Pentachart (II) - Innovation and Description Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (II) - Innovation and Description. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
4	Pentachart (III) - Impact and Path Forward Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Pentachart (III) - Impact and Path Forward. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
5	Research Proposal (I): Introduction Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (I): Introduction. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
6	Research Proposal (II): Organization and Structure Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (II) - Organization and Structure. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
7	Research Proposal (III): Academic Writing Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Research Proposal (III): Academic Writing. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
8	Effective Oral Presentations (I): Introduction Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentations (I): Introduction. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
9	Effective Oral Presentations (II) - Organization and Structure Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentations (II) - Organization and Structure. Reading comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
10	Effective Oral Presentations (III): Format and Style Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Effective Oral Presentations (III): Format and Style. Listening comprehension Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
11	Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas		Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas	Continuous assessment: Oral presentations (15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups) TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial

				Duración: 15:00
12	Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas		Student's Oral Presentations Duración: 02:00 OT: Otras actividades formativas	
13	Student's Oral Presentations Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Student's Oral Presentations Duración: 02:00 PR: Actividad del tipo Clase de Problemas	
14	Listening and Reading Tasks Overview Duración: 02:00 PR: Actividad del tipo Clase de Problemas		Student's Research Proposals Duración: 02:00 PR: Actividad del tipo Clase de Problemas	Listening and Reading Tasks Overview ET: Técnica del tipo Prueba Telemática Evaluación continua No presencial Duración: 02:00 Continuous assessment: Written research proposal (25 hours for preparation and group work) TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 30:00 Compulsory class attendance (90%) and active participation in class TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:00
15				
16				
17				Final assessment: Written exam EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 02:00 Final assessment: Written research proposal (25 hours for preparation and group work) PG: Técnica del tipo Presentación en Grupo Evaluación sólo prueba final No presencial Duración: 25:00 Final assessment: Oral presentation (15 hours for preparation and 7 minutes for delivery in 2-member groups) PG: Técnica del tipo Presentación en Grupo Evaluación sólo prueba final Presencial Duración: 15:00 Listening and Reading Tasks Overview ET: Técnica del tipo Prueba Telemática Evaluación sólo prueba final No presencial Duración: 00:00

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.

8. Actividades y criterios de evaluación

8.1. Actividades de evaluación de la asignatura

8.1.1. Evaluación continua

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
11	Continuous assessment: Oral presentations (15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups)	TI: Técnica del tipo Trabajo Individual	Presencial	15:00	40%	5 / 10	CG-13/CE55 CG-3/4 CG-24/25/26/27 CG-7:10/16/17 Ce 56
14	Listening and Reading Tasks Overview	ET: Técnica del tipo Prueba Telemática	No Presencial	02:00	20%	5 / 10	CG-6 CG-2/CE45 CG-5
14	Continuous assessment: Written research proposal (25 hours for preparation and group work)	TG: Técnica del tipo Trabajo en Grupo	No Presencial	30:00	30%	5 / 10	CG-13/CE55 CG-5 CG-6 CG-2/CE45 CG-24/25/26/27 CG-7:10/16/17 Ce 56
14	Compulsory class attendance (90%) and active participation in class	TI: Técnica del tipo Trabajo Individual	Presencial	00:00	10%	5 / 10	CG-13/CE55 CG-7:10/16/17

8.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Final assessment: Written exam	EX: Técnica del tipo Examen Escrito	Presencial	02:00	40%	5 / 10	Ce 56 CG-5 CG-6
17	Final assessment: Written research proposal (25 hours for preparation and group work)	PG: Técnica del tipo Presentación en Grupo	No Presencial	25:00	20%	5 / 10	CG-13/CE55 CG-5 CG-6 CG-2/CE45 CG-24/25/26/27 CG-7:10/16/17 Ce 56

17	Final assessment: Oral presentation (15 hours for preparation and 7 minutes for delivery in 2-member groups)	PG: Técnica del tipo Presentación en Grupo	Presencial	15:00	30%	5 / 10	CG-3/4 CG-7:10/16/17 CG-13/CE55
17	Listening and Reading Tasks Overview	ET: Técnica del tipo Prueba Telemática	No Presencial	00:00	10%	5 / 10	CG-5 CG-6 CG-2/CE45

8.1.3. Evaluación convocatoria extraordinaria

No se ha definido la evaluación extraordinaria.

8.2. Criterios de evaluación

A) In the **continuous assessment option**, students will be evaluated as follows:

1. Research Proposal in groups of 2 to 3 students (30%) - 1500 words (excluding references)
2. Oral Presentation in groups of 2 to 3 students (40%) - **same topic as the one chosen for the research proposal**. Overall duration: 7 min. for 2-member groups and 10 min for 3-member groups.
3. Reading and Listening Comprehension tasks to be submitted according to the deadlines specified in Moodle (20%)
4. Compulsory class attendance and active participation in class - for students opting for continuous assessment, **90% of attendance is required**. In case of failing to comply with this requirement, students will be automatically removed from continuous assessment list, and pass to final assessment.

To be entitled to the continuous assessment option, students have to attend at least 90% of both online and face-to-face sessions of the course, actively participate in the activities and discussions proposed in those sessions, and/or submit the required tasks via Moodle.

IMPORTANT NOTE: Students will have to notify their choice of assessment type and members of their working group by the end of Week 2.

B) The **final assessment option** will consist of:

1. Written Exam (40%)
2. Research Proposal in groups of 2 (20%) - 1500 words (excluding references)
3. Oral Presentation in groups of 2 (30%) - **same topic as the one chosen for the research proposal**. Duration: 7 min. Time & place: on site, on the final exam date, before or right after the exam (IF CONDITIONS ALLOW, otherwise, online).
4. Reading and Listening Comprehension tasks to be submitted according to the deadlines specified in Moodle (10%)

IMPORTANT NOTE: It is a necessary precondition to submit the research proposal and the Power Point of the presentation 5 days before the official exam date to be able to take the final exam. The submission will be done via Moodle in a "Moodle task" created for that purpose and announced in due time. Should you want any feedback prior to the submission of the assignments, a specific Moodle task will be available in Week 12 (exclusively). Feedback will be provided no later than Week 15.

Students will have to notify their choice of assessment type and members of their working group by the end of Week 2.

For both options, A) and B), the final score will be the result of averaging out the sum of the marks obtained in the compulsory assignments specified above, only if they are above the minimum score specified in the assessment table.

Option A) students (continuous assessment): If a student fails any of the parts of the continuous assessment, he or she will only have to re-submit these parts in the extraordinary call. The marks of the assignments will be kept only during that academic year.

Option B) students (final assessment):

If a student fails only the exam and passes the assignments (research proposal and oral presentation), he or she

will only have to take the exam in the extraordinary call. The marks of the assignments will be kept only during that academic year.

If a student fails one or both of the two assignments but passes the exam, both assignments will need to be re-submitted (but the exam will not need to be retaken). The mark of the exam will be kept only during that academic year.

In the **research proposal assignment**, students will be asked to identify a research gap or problem, and analyze it from a research perspective accounting for the following sections:

- a) Motivation and Background (state-of-the-art) for the research - about 500 words
- b) Proposed Innovation - about 200 words
- c) Description of the Idea/Project - about 500 words
- d) Potential Impact and Limitations of the Research - about 200 words
- e) Outline Programme of the Work (path forward) and future lines - about 100 words
- f) List of References - minimum 5 academic references.

The extension of the proposal will be of approx. 1500 words. A standard font should be used, preferably 12-point Times New Roman or Arial, with 1,5 line spacing.

The **oral presentation** will be evaluated according to the following criteria (amongst others): appropriateness to the audience; use of attention-getting devices; structure and cohesion; sufficient variation in tone and enthusiasm; fluent pattern of speech; appropriate use of time connectors and signposts; use of specialized vocabulary and definitions of key terms unfamiliar to the audience; correct use of grammar and complex expressions; appropriate pace; eye contact and adequate use of body language; effective use of visual aids; accurate timing, interaction with the audience; correct pronunciation and intonation.

A **Power Point presentation** will be required to support the oral presentation and will need to be submitted alongside the research proposal (a specific task in Moodle will be created to this effect and timely notified to students).

Scoring rubrics for oral presentations collecting these and other important assessment criteria to be taken into account in the evaluation process will be made available to the students.

2-member group presentations (continuous assessment) should take 7 min. in total; 3-member group presentations (continuous assessment) should take 10 min. in total, and 2-member group presentations (final exam option) should take 7 min. in total.

Note that students holding a B1 certificate must present a B2 certificate in "Secretaria" no later than 5 working days before the exam.

9. Recursos didácticos

9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
See Moodle of the course	Recursos web	UPDATED INFORMATION AND RESOURCES IN THE MOODLE PLATFORM OF THE COURSE.
21st Century Reading. Creative Thinking and Reading with TEDTalks.	Bibliografía	National Geographic Learning / CENGAGE Learnig
21st Century Communication. Listening, Speaking, and Critical Thinking.	Bibliografía	National Geographic Learning / CENGAGE Learnig

10. Otra información

10.1. Otra información sobre la asignatura

Communication with your tutors will be held by email and/or virtual meetings by appointment, preferably within the time slot of the official office hours (Tuesdays or Thursdays).

The platforms to be used for online sessions, office hours, or any other type of meetings will be Teams and Zoom.

This course strongly contributes to 2030 Agenda for Sustainable Development Goals (SDG) in the following ways:

- Goal number 4. **Quality education**, in the sense of encouraging students lifelong learning using foreign languages;
- Goal number 5. **Gender equality**, by promoting class debates around prominent female researchers, scientists and engineers;
- Goal number 9. **Industry, innovation and infrastructure**, by encouraging students to research on technological advances that may have an impact on society .
- Goal number 6. Clean water and sanitation; Goal number 7. Affordable and clean energy; Goal number 8. Decent work and economic growth; Goal number 11. Sustainable cities and communities; Goal number 12. Responsible consumption and production; Goal number 13. Climate action; by encouraging students to read texts, watch videos and discuss on topics related to the mentioned goals and to think on how Computer engineering may contribute to these objectives.