



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingeniería Civil

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

585005170 - English For Professional Communication

DEGREE PROGRAMME

58CI - Grado En Ingeniería Civil

ACADEMIC YEAR & SEMESTER

2021/22 - Semester 2

Index

Learning guide

1. Description.....	1
2. Faculty.....	1
3. Prior knowledge recommended to take the subject.....	2
4. Skills and learning outcomes	2
5. Brief description of the subject and syllabus.....	5
6. Schedule.....	6
7. Activities and assessment criteria.....	9
8. Teaching resources.....	13
9. Other information.....	13

1. Description

1.1. Subject details

Name of the subject	585005170 - English For Professional Communication
No of credits	3 ECTS
Type	Optional
Academic year of the programme	Fourth year
Semester of tuition	Semester 8
Tuition period	February-June
Tuition languages	English
Degree programme	58CI - Grado en Ingeniería Civil
Centre	58 - Escuela Técnica Superior De Ingeniería Civil
Academic year	2021-22

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Veronica Cruz Vivanco Cervero (Subject coordinator)	Lingüística	veronicacruz.vivanco@upm. es	Tu - 10:30 - 13:30 Th - 10:30 - 13:30

* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

3. Prior knowledge recommended to take the subject

3.1. Recommended (passed) subjects

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

3.2. Other recommended learning outcomes

- intermediate level of English

4. Skills and learning outcomes *

4.1. Skills to be learned

CG01 - Transmitir de forma efectiva a los compañeros y al público en general ideas, cuestiones reales, problemas y soluciones, relacionados con la especialización elegida.

CG02 - Utilizar programas informáticos y tecnologías de la información.

CG03 - Organizar y planificar.

CG04 - Demostrar compromiso con la preservación del medio ambiente y la sostenibilidad.

CG05 - Emplear métodos de abstracción, análisis y síntesis.

CG06 - Demostrar capacidad de tomar decisiones relacionadas con el área de la Ingeniería Civil.

CG07 - Mantener un comportamiento ético en la actividad profesional.

CG08 - Demostrar capacidad de comunicación oral y escrita en lengua inglesa.

CG09 - Poseer y comprender conocimientos científico-técnicos para el ejercicio de la profesión de Ingeniero Técnico de Obras Públicas, incluyendo funciones de asesoría, análisis, diseño, cálculo, proyecto, construcción, mantenimiento, conservación y explotación.

CG10 - Conocer y comprender los múltiples condicionamientos de carácter técnico y legal que se plantean en la construcción de una obra pública, y demostrar capacidad para emplear métodos contrastados y tecnologías acreditadas, con la finalidad de conseguir la mayor eficacia en la construcción dentro del respeto por el medio ambiente y la protección de la seguridad y salud de los trabajadores y usuarios de la obra pública.

CG11 - Conocer, comprender y poder aplicar la legislación necesaria durante el ejercicio de la profesión de Ingeniero Civil.

CG12 - Demostrar capacidad para proyectar, inspeccionar y dirigir obras, en su ámbito.

CT01 - Trabajar en un contexto cambiante adaptándose nuevos entornos.

CT02 - Poseer habilidades de trabajo en equipo.

4.2. Learning outcomes

RA447 - Produce textos claros y detallados sobre temas diversos.

RA599 - RA439

RA601 - RA441

RA597 - RA437

RA598 - RA438

RA603 - RA443

RA606 - RA446

RA607 - RA447

RA600 - RA440

RA436 - Autoaprendizaje del alumno de diversos apartados del temario, y mostrar su capacidad para explicar y compartir estos conocimientos con el resto de sus compañeros (alumnos)

RA438 - Utilizar sistemas informáticos avanzados con aplicaciones en la Ingeniería Civil.

RA437 - Capacidad de organización de varios compañeros (alumnos) para el desarrollo de un trabajo y meta común, con fechas de entrega y de presentación

RA439 - Se comunica de forma oral y escrita en lengua inglesa con corrección y fluidez

RA441 - El alumno puede defender ideas y puntos de vista indicando pros y contras de las distintas opciones

RA442 - Muestra actitudes personales de razonamiento crítico y actuaciones creativas basadas en situaciones abiertas.

RA443 - Entiende las ideas principales de textos complejos de carácter general y de especialidad.

RA445 - Domina la comunicación en inglés profesional en ingeniería civil

RA440 - Prepara y presenta exposiciones orales y escritas

RA444 - Ha adquirido recursos para profundizar y ampliar conocimientos. Sabe dónde buscar y reconocer la información necesaria para completar su formación. RA7Produce textos claros y detallados sobre temas diversos.

RA446 - Ha adquirido recursos para profundizar y ampliar conocimientos. Sabe dónde buscar y reconocer la información necesaria para completar su formación.

RA596 - RA436

RA602 - RA442

RA605 - RA445

RA604 - RA444

* 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.

5. Brief description of the subject and syllabus

5.1. Brief description of the subject

The subject is organized to complement theoretical studies with the practice of the English language in an academic and professional environment.

The objective of the practice is that the students may reach a fluid level in the four linguistic skills: listening comprehension, verbal expression, reading comprehension and written expression.

The communicative environment and the academic and professional setting prepare the student for the active search of employment and for many of the common activities in the work context.

There are different techniques of group or individual work for oral presentations, information search and other types of exercises.

5.2. Syllabus

1. THE WRITING OF THE CV types, structure, aims, practice
2. LETTERS OF PRESENTATION AND REQUEST differences, structure, practice
3. TELEPHONE ABILITIES vocabulary, expressions, role-plays, practice
4. ESTABLISHING RELATIONS politeness, rapport, role-plays, practice
5. BUSINESS CONFERENCES formal and informal delivery, vocabulary and expressions, practice
6. REPORTS structure, aims, graphics, practice
7. BUSINESS MEETINGS politeness, how to interrupt, vocabulary and expressions, role-plays, practice
8. EMAILS structure, aims, vocabulary and expressions, practice
9. ORGANIZING MEETINGS agenda, speaking, turntaking, summing-up, role-plays, practice
10. NEGOTIATING cultural factors, politeness, role-plays, practice

6. Schedule

6.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	CURRICULA1 Duration: 02:00 Lecture		Duration: 00:00 Additional activities	CV WRITING Individual work Continuous assessment Not Presential Duration: 03:15
2	CURRICULA2 Duration: 02:00 Lecture		teleenseñanza Duration: 00:00 Additional activities	CV WRITING Individual work Continuous assessment and final examination Not Presential Duration: 03:15
3	PRESENTATION AND REQUEST LETTERS Duration: 02:00 Lecture		otr Duration: 00:00 Additional activities	PRESENTATION AND REQUEST LETTERS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
4	PRESENTATION AND REQUEST LETTERS Duration: 02:00 Lecture			PRESENTATION AND REQUEST LETTERS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
5	TELEPHONE SKILLS Duration: 02:00 Lecture			TELEPHONE SKILLS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
6	ESTABLISHING RELATIONS AND NEGOTIATIONS Duration: 02:00 Lecture			ESTABLISHING RELATIONS AND NEGOTIATIONS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
7	ESTABLISHING RELATIONS AND NEGOTIATIONS Duration: 02:00 Lecture			ESTABLISHING RELATIONS AND NEGOTIATIONS Individual work Continuous assessment and final examination Not Presential Duration: 03:15

8	BUSINESS CONFERENCES Duration: 02:00 Lecture			BUSINESS CONFERENCES Individual work Continuous assessment and final examination Not Presential Duration: 03:15
9	REPORTS Duration: 02:00 Lecture			REPORTS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
10	REPORTS Duration: 02:00 Lecture			REPORTS Individual work Continuous assessment and final examination Not Presential Duration: 03:15
11	BUSINESS MEETINGS Duration: 02:00 Lecture			BUSINESS MEETINGS Individual work Continuous assessment and final examination Not Presential Duration: 02:45
12	BUSINESS SEMINARS Duration: 02:00 Lecture			BUSINESS SEMINARS Individual work Continuous assessment and final examination Not Presential Duration: 02:15
13	EMAILS Duration: 02:00 Lecture			EMAILS Individual work Continuous assessment and final examination Not Presential Duration: 02:15
14	EMAILS Duration: 02:00 Lecture			EMAILS Individual work Continuous assessment and final examination Not Presential Duration: 02:15
15	EMAILS Duration: 02:00 Lecture			EMAILS Individual work Continuous assessment and final examination Not Presential Duration: 02:15
16	ORGANIZING MEETINGS AND PROJECT NEGOTIATIONS Duration: 02:00 Lecture			ORGANIZATION OF MEETINGS AND PROJECT NEGOTIATIONS Individual work Continuous assessment and final examination Not Presential Duration: 02:15

17	Examen de dos horas de duración Duration: 02:00 Additional activities			Prueba práctica de los contenidos del curso Written test Final examination Presential Duration: 02:00
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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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	CV WRITING	Individual work	No Presential	03:15	5%	5 / 10	CG01 CG08 CG12 CG09 CT01 CT02
2	CV WRITING	Individual work	No Presential	03:15	%	5 / 10	CG01 CG08 CG12 CG09 CT01 CT02
3	PRESENTATION AND REQUEST LETTERS	Individual work	No Presential	03:15	.5%	5 / 10	
4	PRESENTATION AND REQUEST LETTERS	Individual work	No Presential	03:15	%	5 / 10	
5	TELEPHONE SKILLS	Individual work	No Presential	03:15	.5%	5 / 10	
6	ESTABLISHING RELATIONS AND NEGOTIATIONS	Individual work	No Presential	03:15	.5%	5 / 10	
7	ESTABLISHING RELATIONS AND NEGOTIATIONS	Individual work	No Presential	03:15	%	5 / 10	
8	BUSINESS CONFERENCES	Individual work	No Presential	03:15	.5%	5 / 10	
9	REPORTS	Individual work	No Presential	03:15	.5%	5 / 10	
10	REPORTS	Individual work	No Presential	03:15	%	5 / 10	
11	BUSINESS MEETINGS	Individual work	No Presential	02:45	.5%	5 / 10	
12	BUSINESS SEMINARS	Individual work	No Presential	02:15	.5%	5 / 10	

13	EMAILS	Individual work	No Presential	02:15	1%	5 / 10	
14	EMAILS	Individual work	No Presential	02:15	%	5 / 10	
15	EMAILS	Individual work	No Presential	02:15	%	5 / 10	
16	ORGANIZATION OF MEETINGS AND PROJECT NEGOTIATIONS	Individual work	No Presential	02:15	.5%	5 / 10	

7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
2	CV WRITING	Individual work	No Presential	03:15	%	5 / 10	CG01 CG08 CG12 CG09 CT01 CT02
3	PRESENTATION AND REQUEST LETTERS	Individual work	No Presential	03:15	.5%	5 / 10	
4	PRESENTATION AND REQUEST LETTERS	Individual work	No Presential	03:15	%	5 / 10	
5	TELEPHONE SKILLS	Individual work	No Presential	03:15	.5%	5 / 10	
6	ESTABLISHING RELATIONS AND NEGOTIATIONS	Individual work	No Presential	03:15	.5%	5 / 10	
7	ESTABLISHING RELATIONS AND NEGOTIATIONS	Individual work	No Presential	03:15	%	5 / 10	
8	BUSINESS CONFERENCES	Individual work	No Presential	03:15	.5%	5 / 10	
9	REPORTS	Individual work	No Presential	03:15	.5%	5 / 10	
10	REPORTS	Individual work	No Presential	03:15	%	5 / 10	
11	BUSINESS MEETINGS	Individual work	No Presential	02:45	.5%	5 / 10	
12	BUSINESS SEMINARS	Individual work	No Presential	02:15	.5%	5 / 10	
13	EMAILS	Individual work	No Presential	02:15	1%	5 / 10	
14	EMAILS	Individual work	No Presential	02:15	%	5 / 10	
15	EMAILS	Individual work	No Presential	02:15	%	5 / 10	

16	ORGANIZATION OF MEETINGS AND PROJECT NEGOTIATIONS	Individual work	No Presential	02:15	.5%	5 / 10	
17	Prueba práctica de los contenidos del curso	Written test	Face-to-face	02:00	100%	5 / 10	

7.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

7.2. Assessment criteria

Continuous assessment :

it includes participation in all the programmed activities

all the activities imply 40% of the course

june exam implies 60% of the course

Attendance and participation in the course activities.

Complementary activities

variable weight in the course

Non- Continuous assessment:

students not interested in having continuous assessment or who have not done all of the different activities of the course need to take the final examination.

Students who want continuous assessment:

- Continuous assessment exam between 0 and 60 points.

4 different activities representing a type of linguistic skill: reading, writing, listening, speaking. 10% each separate activity: 40 % total weight for participating in all the activities

Students assessed only by exam:

Final exam (Ordinary / Extraordinary) between 0,0 and 10,0 points.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
VIDEO PROJECTOR	Equipment	EQUIPAMIENTO AUDIOVISUAL
SCREEN	Equipment	AUDIOVISUAL
COMPUTER	Equipment	AUDIOVISUAL
CD/DVD READER	Equipment	AUDIOVISUAL
BOOK SELECTION	Bibliography	GRAMMAR, COLLOCATIONS, VOCABULARY, HISTORY OF THE ENGLISH LANGUAGE

9. Other information

9.1. Other information about the subject

DIFFERENT OD'S WILL PROBABLY APPEAR IN THE ACTIVITIES