



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingeniería de  
Sistemas Informáticos

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**615000731 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

61TI - Grado En Tecnologías Para La Sociedad De La Información

### ACADEMIC YEAR & SEMESTER

2021/22 - Semester 2

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	615000731 - English For Professional And Academic Communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7 Semester 8
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	61TI - Grado en Tecnologias para la Sociedad de la Informacion
<b>Centre</b>	61 - Escuela Tecnica Superior De Ingenieria De Sistemas Informaticos
<b>Academic year</b>	2021-22

## 2. Faculty

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### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
Jose Luis Llavona Arregui	8205	joseluis.llavona@upm.es	Sin horario. Timetable will be established before the semester starts.
Francisca Lopez Hernandez	8204	francisca.lopez@upm.es	Sin horario. Timetable will be established before the semester starts.

Carola Maria Alvarez-Bolado Sanchez (Subject coordinator)	8204	carola.alvarez-bolado@upm.es	Sin horario. Timetable will be established before the semester starts.
Arsenio Andrades Moreno	8205	a.andrades@upm.es	Sin horario. Timetable will be established before the semester starts.

\* 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

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#### 3.1. Prerequisite (passed) subjects

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#### 3.2. Other required learning outcomes

The subject - other required learning outcomes, are not defined.

## 4. Prior knowledge recommended to take the subject

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### 4.1. Recommended (passed) subjects

- Inglés Nivel Avanzado

### 4.2. Other recommended learning outcomes

- Certification of B2 level of English according to the Council of Europe's Common European Framework of Reference for Languages (CEFR)

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CT13 - Comunicación en lengua inglesa: Ser capaz de comunicare en lengua inglesa en el ámbito profesional.

### 5.2. Learning outcomes

RA435 - The student understands complex and abstract ideas

RA436 - The student writes specialized-content documents

RA437 - The student writes a logically organized and coherent document on a wide variety of topics and support his/her views

RA433 - The student is able to collect information from different sources, i.e. lecturers and bibliographic resources

RA434 - The student is able to communicate fluently and accurately in written and oral English in professional and academic environments

\* 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

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### 6.1. Brief description of the subject

The course is intended to deal with the different communicative situations both in professional and academic settings. It aims at practising and eventually getting a good command of written and oral communication skills in those environments. Authentic materials are used as a reference for the documents students will produce on their own throughout the course. At the end of this course, the students are able to understand and write different kinds of professional and academic documents, participate in meetings and prepare subject-content oral presentations.

### 6.2. Syllabus

#### 1. TERMINOLOGY FOR ITS AND ACADEMIC DISCOURSE

1.1. Terminology and Lexicology

1.2. Specialized Discourse

#### 2. PROFESSIONAL WRITING: GENERAL FEATURES

2.1. Types of Professional Written Documents

2.2. The Paragraph: Basic Structure

2.3. Connectors: Discourse Organization

#### 3. PROFESSIONAL DOCUMENTS: LETTERS, EMAILS, TECHNICAL REPORTS, MEMOS AND OTHER DOCUMENTS

3.1. Emails: Types and Content

3.2. Letters: Types and Content

3.3. The Technical Report: Purpose, Sections and Content

#### 4. ACADEMIC WRITING: GENERAL FEATURES

4.1. Academic Genres

4.2. The IMRD Structure

#### 5. ACADEMIC DOCUMENTS: ABSTRACTS, RESEARCH ARTICLES, DIPLOMA/MASTER PROJECTS

5.1. The Abstract

5.2. The Research Article (Papers)

6. ORAL PROFESSIONAL COMMUNICATION

6.1. Features of Oral English: Register, Tone and Rhythm

6.2. Non-Verbal Language: Body Language

7. ORAL PRESENTATIONS: ACTORS, CONTEXT, LANGUAGE

7.1. Structure and Design of Oral Presentations

7.2. Multimedia Support for Oral Presentations

7.3. Rehearsal

8. COMMUNICATIVE FUNCTIONS IN A PROFESSIONAL SETTING

8.1. Negotiating

8.2. Agreeing and Disagreeing

8.3. Chairing a Meeting

## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1		<p><b>IT Terminology: general features and technical words in context</b> Duration: 01:50 Cooperative activities</p> <p><b>Identification of technical words in authentic material : listing of words and their translation</b> Duration: 01:50 Cooperative activities</p>		
2		<p><b>Descriptions of defining features of professional documents: genres</b> Duration: 01:50 Cooperative activities</p> <p><b>Paragraph writing: topic sentence and structure</b> Duration: 01:50 Cooperative activities</p>		
3		<p><b>Analysis of professional discourse: tone, language and register</b> Duration: 01:50 Cooperative activities</p> <p><b>Generating ideas</b> Duration: 01:50 Cooperative activities</p>		
4		<p><b>Analysis of professional writing: emails, memos and cover letters</b> Duration: 01:50 Cooperative activities</p> <p><b>Writing different kinds of emails according to purpose</b> Duration: 01:50 Cooperative activities</p>		
5		<p><b>Using connectors as cohesive devices</b> Duration: 01:50 Cooperative activities</p> <p><b>Analysis of professional discourse. Introduction to academic writing</b> Duration: 01:50 Cooperative activities</p>		



6		<p><b>Academic writing: structure and types. Abstracts, papers, critical reviews and technical reports</b> Duration: 03:40 Cooperative activities</p>		
7		<p><b>Analysis of the structure of oral communication: language and genres</b> Duration: 01:50 Cooperative activities</p> <p><b>Analysis of authentic presentations in professional contexts: structure, vocabulary and body language</b> Duration: 01:50 Cooperative activities</p>		
8		<p><b>Oral communication skills (conti.): conventional language structures, presentations and body language</b> Duration: 03:40 Cooperative activities</p>		<p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Continuous assessment Presential Duration: 01:50</p> <p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Final examination Presential Duration: 01:50</p>
9		<p><b>Oral communication skills in a professional setting: "elevator pitch", job interviews</b> Duration: 03:40 Cooperative activities</p>		<p><b>Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons</b> Other assessment Continuous assessment Presential Duration: 00:00</p>
10		<p><b>Oral communication skills: identifying roles and responsibilities in professional settings</b> Duration: 04:00 Cooperative activities</p>		<p><b>Submission of a Technical Report</b> Individual work Continuous assessment Not Presential Duration: 04:00</p> <p><b>Submission of a Technical Report</b> Individual work Final examination Not Presential Duration: 03:40</p>
11		<p><b>Job meetings: general features and planning. Language structures and vocabulary</b> Duration: 01:50 Cooperative activities</p> <p><b>Practising job meetings: note taking, minutes and agenda</b> Duration: 01:50 Cooperative activities</p>		<p><b>Role playing of professional activities, i.e. meetings, job interviews, negotiations</b> Group work Continuous assessment Presential Duration: 03:40</p>

12		<p><b>Meetings: chairing a meeting</b> Duration: 01:50 Cooperative activities</p> <p><b>Practising negotiating and networking</b> Duration: 01:50 Cooperative activities</p>		<p><b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b> Written test Continuous assessment Presential Duration: 01:50</p>
13				<p><b>Oral Presentation of the Technical Report</b> Group work Continuous assessment Presential Duration: 01:50</p>
14				<p><b>Oral Presentation of the Technical Report. Students either in a Final Assessment process or those in a Re-sit Exam should present their Technical Report prior to the written Exam</b> Group work Final examination Presential Duration: 01:50</p>
15				<p><b>Role playing of professional activities, i.e. meetings, job interviews, negotiations. Students either in a Final Assessment process or those in a Re-sit Exam are to be called for these activities prior to the written Final Exam</b> Group work Final examination Presential Duration: 01:50</p>
16				
17				<p><b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b> Written test Final examination Presential Duration: 01:50</p>

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.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Face-to-face	01:50	20%	4 / 10	CT13
9	Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons	Other assessment	Face-to-face	00:00	10%	4 / 10	CT13
10	Submission of a Technical Report	Individual work	No Presential	04:00	10%	4 / 10	CT13
11	Role playing of professional activities, i.e. meetings, job interviews, negotiations	Group work	Face-to-face	03:40	20%	4 / 10	CT13
12	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	Written test	Face-to-face	01:50	30%	4 / 10	CT13
13	Oral Presentation of the Technical Report	Group work	Face-to-face	01:50	10%	4 / 10	CT13

#### 8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Face-to-face	01:50	20%	4 / 10	CT13
10	Submission of a Technical Report	Individual work	No Presential	03:40	10%	4 / 10	CT13
14	Oral Presentation of the Technical Report. Students either in a Final Assessment process or those in a Re-sit Exam should present their Technical Report prior to the written Exam	Group work	Face-to-face	01:50	10%	4 / 10	CT13

15	Role playing of professional activities, i.e. meetings, job interviews, negotiations. Students either in a Final Assessment process or those in a Re-sit Exam are to be called for these activities prior to the written Final Exam	Group work	Face-to-face	01:50	20%	4 / 10	CT13
17	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	Written test	Face-to-face	01:50	40%	4 / 10	CT13

### 8.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
<p>EXAM :</p> <p>1. Submission of a Technical Report 15 days before the date scheduled.</p> <p>2. Oral skills. Students are to be called for these activities prior to the written exam.</p> <p>3. Written exam to test writing and listening comprehension skills</p>	Written test	Face-to-face	04:00	100%	4 / 10	CT13

## 8.2. Assessment criteria

### A.- CONTINUOUS ASSESSMENT CRITERIA:

EXAMINATIONS AND CLASSROOM ACTIVITIES	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment - (RA434, RA435, RA436, RA437). 20%	3. Writing a Technical Report - (RA433, RA434, RA435, RA436, RA437).10%
2. Classroom activities: writing task and role-plays, i.e. job interviews, meetings, negotiations, networking, etc... in academic and professional settings - (RA433, RA434, RA435, RA436, RA437). 30%	
4. Classroom activity: oral presentation of Technical Report - (RA434). 10%	
5. Final exam of written production and oral comprehension - (RA434, RA435, RA436, RA437). 30%	

**NOTE: Lessons will be either online or in-contact depending on the evolution of the Covid-19 pandemic.**

**Regular attendance (35% minimum) is mandatory for students in a Continuous Assessment Process.**

### B.- FINAL EXAM CRITERIA

EXAMINATIONS	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment - (RA358, RA360, RA361, RA407). 20%	2. Writing a Technical Report - (RA433, RA434, RA435, RA436, RA437).10%
3. Oral presentation of Technical Report - (RA434). 10%	
4. Role-plays, i.e. job interviews, meetings, negotiations,	

networking, etc... in academic and professional settings - (RA433, RA434). 20%	
5. Final exam of written production and oral comprehension - (RA434, RA435, RA436, RA437). 40%	

**NOTE:** Those students who apply for final assessment - "Solo prueba final"- should take the Mid-term exam scheduled for the 8th week as well as submit their Technical Report 15 days before the written exam and are to be called for oral presentation of the Technical Report and the role-plays before the final exam.

**Students are reminded to apply for "Solo Prueba Final" before the last day of the first month once the semester starts. Otherwise, they will not be allowed to sit for the exam.**

C.- RE-SIT CRITERIA:

EXAMINATIONS	NON-CONTACT ACTIVITY
2. <b>Prior to the written exam</b> , students are to be called for the <b>oral skills exam</b> , i.e. oral presentation of Technical Report and role-plays - (RA433, RA434). 50%	1. Writing a Technical Report - (RA433, RA434, RA435, RA436, RA437). 10%
3. Written exam to test writing and listening comprehension skills - (RA434, RA435, RA436, RA437). 40%	

**NOTE:** Those students who have submitted the Technical Report and passed the oral skills exam either in the Continuous Assessment process or Final Exam, should only sit for the written exam. If not, they should submit their Technical Report 15 days before the written exam and be called for oral presentations and role-plays.

## 9. Teaching resources

### 9.1. Teaching resources for the subject

Name	Type	Notes
Bombardó, C.; Aguilar, M.; Barahona, C. (2007): "Technical Writing. A Guide for Effective Communication". Barcelona, Ediciones UPC	Bibliography	Textbook for professional and academic writing
Downer, C. (2013); "Job Hunting". Cambridge. Cambridge University Press	Bibliography	Textbook for writing CVs and dealing with job interviews
Dochao Moreno, L. y Llavona Arregui, J.L. (2002); "Manual de Correspondencia Comercial y Profesional en Inglés Orientada a Alumnos de Inglés para Entornos de Ingeniería"	Bibliography	Textobook for professional writing
Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing	Bibliography	Textbook for negotiation
Taylor, S. (2004); "Model Business Letters, E-mails and Other Business Documents". London: Pearson Education Limited	Bibliography	Textbook for negotiations
Thompson, K. (2007); "English for Meetings". Oxford: Oxford University Press	Bibliography	Textbook for meetings
Godwin, J., Strutt, L. (2008); "Test Your Business Vocabulary in Use. Advanced". Cambridge: Cambridge University Press	Bibliography	Textbook for business vocabulary

<a href="https://moodle.upm.es/titulaciones/oficiales">https://moodle.upm.es/titulaciones/oficiales</a>	Web resource	Moodle of the Universidad Politécnica of Madrid (SPAIN)
Purdue Online Writing Lab	Web resource	Online Writing Lab of Purdue University, Indiana (USA)

## 10. Other information

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### 10.1. Other information about the subject

- Microsoft Teams and Zoom will be platforms for regular online lessons, as well as office hours (students will be informed accordingly) for the duration of the pandemic. For a continuous assessment process, students are encouraged to regularly attend or connect to the classroom activities, for better results.

- **Online exams** should observe the **proctoring process** according to academic instructions.