



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingenieros de  
Caminos, Canales y Puertos

# ANX-PR/CL/001-01

## LEARNING GUIDE

**SUBJECT**

**45000227 - English**

**DEGREE PROGRAMME**

04GD - Doble Grado En Ingenieria Civil Y Territorial Y En Ade

**ACADEMIC YEAR & SEMESTER**

2022/23 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	45000227 - English
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Third year
<b>Semester of tuition</b>	Semester 5
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	04GD - Doble Grado en Ingeniería Civil y Territorial y en ADE
<b>Centre</b>	04 - Escuela Técnica Superior De Ingenieros De Caminos, Canales Y Puertos
<b>Academic year</b>	2022-23

## 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>
Ana Maria Roldan Riejos (Subject coordinator)	1.12	ana.roldan.riejos@upm.es	M - 15:15 - 16:15 M - 19:00 - 20:00 Tu - 11:30 - 12:30 W - 17:15 - 20:15

\* 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

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

#### 4.2. Other recommended learning outcomes

- Nivel B1 o Superior del Marco Común Europeo de Referencias para Lenguas

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

04GC. CT4 - Capacidad de preparar y presentar con efectividad comunicaciones orales, escritas y gráficas. Completa el desarrollo de la competencia transversal 4ª del real decreto y desarrolla la competencia transversal 2ª de la normativa UPM.

04GC. CT5 - Polivalencia y capacidad de aprendizaje autónomo. Desarrolla la competencia transversal 5ª del real decreto.

04GC. CT7 - Comprensión y capacidad de utilización de los servicios de información y comunicación que ofrece INTERNET, en particular las plataformas telemáticas UPM de apoyo a la docencia. Desarrolla la competencia transversal 3ª de la normativa UPM.

04GC. CT8 - Capacidad de comunicación técnica oral y escrita en lengua inglesa, con acreditación previa del nivel B2 del Common European Framework of Reference for Languages.

30AD. CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

30AD. CB05 - Que los estudiantes hayan desarrollado aquellas habilidades de aprendizaje necesarias para emprender estudios posteriores con un alto grado de autonomía

30AD. G03 - Que los estudiantes sean capaces de comunicar conocimientos y conclusiones del ámbito de la administración y dirección de empresas, tanto de forma oral como escrita, a públicos especializados y no especializados, expresándose de manera fluida y sin ambigüedades.

30AD. G04 - Que los estudiantes sean capaces de trabajar en un entorno bilingüe (inglés-castellano) propio del ámbito de la administración y dirección de empresas.

## 5.2. Learning outcomes

RA199 - RA 3

RA203 - RA179

RA193 - RA140 - Poder exponer y comunicar sus ideas y reflexiones, tanto de forma oral como escrita

RA198 - RA 12 - RA 99

RA47 - - Prepara y presenta exposiciones orales y escritas

RA200 - RA 81

RA204 - RA188

RA44 - RA12 - RA99 - Desarrollar la capacidad de búsqueda, almacenamiento y tratamiento de la información para la toma de decisiones y el aprendizaje autónomo

RA13 - RA193 - RA1 - Trabajo en equipo

RA3 - Prepara y presenta exposiciones orales y escritas

RA12 - RA99 - Desarrollar la capacidad de búsqueda, almacenamiento y tratamiento de la información para la toma de decisiones y el aprendizaje autónomo

RA45 - RA13 - RA193 - RA1 - Trabajo en equipo

RA46 - RA21 - Poder exponer y comunicar las soluciones a los problemas tanto de forma oral como escrita

RA202 - RA173

RA205 - RA193

RA188 - RA6 - Poder exponer y comunicar sus ideas y reflexiones tanto de forma oral como escrita.

RA57 - RA311 Poder exponer y comunicar sus ideas y reflexiones, tanto de forma oral como escrita.

RA201 - RA57

RA173 - RA2 - Escuchar, negociar, persuadir y defender argumentos oralmente o por escrito

RA179 - RA02 - Escuchar, negociar, persuadir y defender argumentos oralmente o por escrito

RA176 - RA5 - Buscar información, su análisis, interpretación, síntesis y transmisión

RA81 - RA173-Comunicación oral y escrita. Capacidad de comunicación a través de la palabra y la imagen.

\* 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

In this subject the contents are related to EPAC (English for Academic and Professional Communication); also includes the specific lexical repertoire of civil engineering and of business administration.

The subject deals with topics related to civil engineering such as: Concrete, Foundations, Dams, Bridges, Highways, Tunnels and mathematical formulae and graphic expression. In addition, Business Administration concepts, terms and problem-solving are studied.

Effective Oral Presentations in Civil Engineering and Business Administration as well as professional cover letters and resumes within the civil engineering and business administration fields are practiced. Students are also trained in activities for successful job interviews in this area.

### 6.2. Syllabus

1. Chapter I. Reading skills in academic and professional English for civil engineering and business
  - 1.1. Locating main and subsidiary information in complex sentences, paragraphs and texts. Reading techniques. scanning and skimming. Identifying coherence and cohesion in civil engineering and business texts
  - 1.2. Analyzing Internet websites: critical evaluation.
  - 1.3. Predicting meaning from context in civil engineering and business texts. Identifying word classes in context (words belonging to one, two or more classes)
  - 1.4. Interpreting charts, graphs, diagrams and tables. Describing different trends in graphic information.
2. Chapter II. Writing skills in academic and professional English for civil engineering and business
  - 2.1. Summarizing information from a civil engineering and a business text

- 2.2. Practising useful sequence signalling markers and connectors in a process description. Analyzing the cause-effect relationship in civil engineering and business texts
- 2.3. Basic principles of essay writing. Revising different types of essays: descriptive, argument, analytical, evaluative, personal experience, reflective.
- 2.4. Developing written accuracy: punctuation, spelling, cohesive and coherent devices, precise selection of terms.
- 2.5. The report layout: abstract, introduction, method, materials results and discussion, conclusion and bibliographical references. Writing a civil engineering (laboratory) report. Writing a business proposal
- 2.6. The layout of letters in academic and professional contexts: addresses, salutation, main body ending and closing stages.
- 2.7. Referencing bibliographical sources in civil engineering and business
3. Chapter III. Listening skills in academic and professional English for civil engineering and business
  - 3.1. Listening to lectures (I)
    - 3.1.1. Predicting lecture content from the introduction.
    - 3.1.2. Identifying main and subsidiary ideas. Digressions.
  - 3.2. Listening to lectures (II)
    - 3.2.1. Note taking using abbreviations and symbols.
    - 3.2.2. Organizing notes.
4. Chapter IV. Speaking skills in academic and professional English for civil engineering and business
  - 4.1. Pronunciation: learning the phonemic symbols (phonetic transcription practice)
  - 4.2. Oral presentations in civil engineering and in business contexts
    - 4.2.1. Developing communicative strategies focused on the purpose, organizational aspects and linguistic features.
  - 4.3. Presenting information orally from texts and graphs
  - 4.4. Participating in seminars
    - 4.4.1. Agreeing and disagreeing.
    - 4.4.2. Building an argument.
    - 4.4.3. Summarizing the outcome of a discussion.
5. Chapter V. Translation skills in academic and professional English for civil engineering and business
  - 5.1. Clarity and accuracy in civil engineering and business translations. Interpreting and translating civil



engineering and business texts from English into Spanish and from Spanish into English.

## 7. Schedule

### 7.1. Subject schedule\*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1	Tema 1 Presentación Power Point y explotación didáctica: The Civil Engineering Profession. How to prepare academic essays. Pronunciation of Civil Engineering and Business common terms and expressions. Duration: 01:00		Tema 1 Presentación Power Point y explotación didáctica: The Civil Engineering Profession. How to prepare academic essays. Pronunciation of Civil Engineering and Business common terms and expressions. Duration: 03:00	Prueba final Continuous assessment Presential Duration: 03:00
2	Temas 2 y 3 Presentación Power Point y explotación didáctica: Infographics in Business and Technical Contexts. Appropriate Vocabulary, Special Expressions and Grammar. Practical activities. Duration: 01:00		Temas 2 y 3 Presentación Power Point y explotación didáctica: Infographics in Business and Technical Contexts. Appropriate Vocabulary, Special Expressions and Grammar. Practical activities. Duration: 04:00	
3	Tema 4 Presentación Power Point: Concrete and Foundations. Practical Activities. Fill in the gaps, True/False; Multiple Choice, etc Duration: 01:00		Tema 4 Presentación Power Point: Concrete and Foundations. Practical Activities. Fill in the gaps, True/False; Multiple Choice, etc Duration: 03:00	
4	Temas 5 y 6 Presentación Power Point: Civil Engineering and the Environment:Dams and Sewage Treatment. Prepositions Practice in Business. Listening and Video Practice Duration: 01:30		Temas 5 y 6 Presentación Power Point: Civil Engineering and the Environment:Dams and Sewage Treatment. Preposition Practice in Business. Listening and Video Practice. Duration: 06:00	
5	Tema 7 Presentación Power Point. Highways and Bridges. Civil Engineering and Business Reports. Types and Written Practice. Researching online material.Fill in the gaps activities. Duration: 01:00		Tema 7 Presentación Power Point. Highways and Bridges. Civil Engineering and Business Reports. Types and Written Practice. Researching online material.Fill in the gaps activities. Duration: 04:00	
6	Tema 8 Presentación Power Point: Reading Mathematical Formulae and Expressions. Surveying and Tunnels. Video Practice. Multiple choice, True/False activities. Duration: 01:00		Tema 8 Presentación Power Point: Reading Mathematical Formulae and Expressions. Surveying and Tunnels. Video Practice. Multiple choice, True/False activities. Duration: 04:00	

7	<b>Tema 9 The Civil Engineering Professional World. Characteristics of the job market in Civil Engineering. The Business Environment. Video practice. Searching the web.</b> Duration: 01:00		<b>Tema 9 The Civil Engineering Professional World. Characteristics of the job market in Civil Engineering. The Business Environment. Video practice. Searching the web.</b> Duration: 04:00	<b>Prácticas Multimedia</b>  Continuous assessment Presential Duration: 01:00
8	<b>Temas 10 y 11 Preparing Cover Letters: Structure, Content, Grammar, Vocabulary, Wording and Register. Writing CVs and Resumes: Structure, Content, Grammar, Vocabulary, Wording and Register. Assessment and Feedback</b> Duration: 01:00		<b>Temas 10 y 11 Preparing Cover Letters: Structure, Content, Grammar, Vocabulary, Wording and Register. Writing CVs and Resumes: Structure, Content, Grammar, Vocabulary, Wording and Register. Assessment and Feedback</b> Duration: 05:00	
9	<b>Tema 12 The Job Interview. Role-Play. Actividades de apoyo y refuerzo.</b> Duration: 01:30		<b>Tema 12 The Job Interview. Role-Play. Actividades de apoyo y refuerzo.</b> Duration: 09:00	
10	<b>Tema 13 Oral Presentations in Civil Engineering and Business. Preparation; Timing; Body language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Feedback.</b> Duration: 01:00		<b>Tema 13 Oral Presentations in Civil Engineering and Business. Preparation; Timing; Body language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Feedback.</b> Duration: 02:00	<b>Presentaciones orales</b>  Continuous assessment Presential Duration: 02:00
11	<b>Tema 13 (cont.) Oral Presentations in Civil Engineering and Business. Preparation; Timing; Body language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Feedback.</b> Duration: 01:00		<b>Tema 13 (cont.) Oral Presentations in Civil Engineering and Business. Preparation; Timing; Body language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Feedback.</b> Duration: 02:00	
12	<b>Tema 14. Oral Presentations recorded in video: Practical assessment. YouTube channel</b> Duration: 01:00	<b>Prácticas tema 14</b> Duration: 01:00	<b>Tema 14. Oral Presentations recorded in video: Practical assessment. YouTube channel</b> Duration: 01:00	<b>Trabajos escritos</b>  Continuous assessment Presential Duration: 01:00
13	<b>Tema 15 Academic writing feedback. Practical Tasks.</b> Duration: 01:00		<b>Tema 15 Academic writing feedback. Practical Tasks.</b> Duration: 01:00	
14	<b>Tema 16 Public Speaking in Civil Engineering and Business. Practice and Feedback</b> Duration: 01:00	<b>Prácticas tema 16</b> Duration: 01:00	<b>Tema 16 Public Speaking in Civil Engineering and Business. Practice and Feedback</b> Duration: 01:00	
15	<b>Tema 17 Civil Engineering and Business Debates. Construction Management. Seeking controversial issues. Problem solving.</b> Duration: 01:00	<b>Prácticas tema 17</b> Duration: 01:00	<b>Tema 17 Civil Engineering and Business Debates. Construction Management. Seeking controversial issues. Problem solving.</b> Duration: 01:00	
16	<b>Tema 18 Course Recap and Feedback. Further Practice. Lifelong learning in Civil Engineering and Business.</b> Duration: 01:00		<b>Tema 18 Course Recap and Feedback. Further Practice. Lifelong learning in Civil Engineering and Business.</b> Duration: 01:30	

17			Preparación del examen Duration: 10:15	Examen Final examination Presential Duration: 03:00
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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.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Prueba final		Face-to-face	03:00	55%	5 / 10	
7	Prácticas Multimedia		Face-to-face	01:00	10%	5 / 10	04GC. CT5 04GC. CT7 04GC. CT8 30AD. G03 30AD. G04
10	Presentaciones orales		Face-to-face	02:00	15%	5 / 10	30AD. G04 04GC. CT4 04GC. CT7 04GC. CT8 30AD. G03
12	Trabajos escritos		Face-to-face	01:00	20%	5 / 10	30AD. G03 04GC. CT7

#### 8.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Examen		Face-to-face	03:00	100%	5 / 10	30AD. G03 30AD. G04 04GC. CT4 04GC. CT5 04GC. CT7 04GC. CT8

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

No se ha definido la evaluación extraordinaria.

## 8.2. Assessment criteria

Para poder matricularse en esta asignatura, el estudiante deberá acreditar previamente el nivel B1 del Common European Framework of Reference for Languages establecido por el Consejo de Europa o similar en lengua inglesa.

Para poder superar la asignatura, el o la estudiante deberá acreditar el nivel B2 con una antelación de, al menos, cinco días hábiles previos al examen de la convocatoria ordinaria o extraordinaria, según corresponda. En caso de no hacerlo, el estudiante podrá alcanzar una calificación máxima de 4.0 en la convocatoria ordinaria, y será calificado como No Presentado en la convocatoria extraordinaria.

En la evaluación continua, el peso de cada actividad es el siguiente: presentaciones orales (15%), prácticas de multimedia (10%), trabajos escritos (20%), prueba escrita (55%). El total es el 100%.

En la evaluación sólo prueba final: Se piden los conocimientos incluidos en las Unidades del curso (EPAC y vocabulario específico). El total es el 100%.

## 9. Teaching resources

### 9.1. Teaching resources for the subject

Name	Type	Notes
Textos, CDs, diccionarios, Recursos didácticos elaborados en plataformas como Moodle.	Bibliography	Disponemos de una Biblioteca con libros de teoría lingüística, de texto, de ejercicios, así como distintos tipos de diccionarios especializados y de inglés general.
Webpages, Youtube	Web resource	Se utilizan páginas webs y vídeos de importantes empresas de la Ingeniería Civil para estudiar sus objetivos, su estructura y sus proyectos.

## 10. Other information

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### 10.1. Other information about the subject

El enfoque de la asignatura parte del adecuado respeto medioambiental en la Ingeniería Civil.