



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingeniería de Montes,
Forestal y del Medio Natural

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

135001701 - English For Professional And Accademic Communication

DEGREE PROGRAMME

13IF - Grado En Ingenieria Forestal

ACADEMIC YEAR & SEMESTER

2022/23 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	135001701 - English For Professional And Accademic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Fourth year
Semester of tuition	Semester 7 Semester 8
Tuition period	September-January
Tuition languages	English
Degree programme	13IF - Grado en Ingenieria Forestal
Centre	13 - E.T.S. De Ingenieria De Montes, Forestal Y Del Medio Natural
Academic year	2022-23

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
M.jesus De Teresa Paredes (Subject coordinator)		mariajesus.deteresa@upm.es	--

* 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

3.1. Prerequisite (passed) subjects

-
-

- Nivelacion B2 en Lengua Inglesa

3.2. Other required learning outcomes

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

4. Prior knowledge recommended to take the subject

4.1. Recommended (passed) subjects

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

4.2. Other recommended learning outcomes

- B2 level in English, preferably not by Aptis

- Acreditar nivel B2

5. Skills and learning outcomes *

5.1. Skills to be learned

CT 3 - Fortalecer el conocimiento oral y escrito del idioma inglés

5.2. Learning outcomes

RA127 - Exponer temas profesionales en inglés de manera clara, precisa y coherente teniendo en cuenta la audiencia ya sea especializada o no

RA131 - Recopilar y crear sus propias bases de datos terminológicas.

RA617 - RA131

RA178 - Es capaz de revisar un texto para corregir autónomamente defectos a nivel microlingüístico.

RA174 - RA 2 Es capaz de comunicarse de forma eficaz, tanto formal como informalmente, bien en grupo o de forma individual

RA176 - Es capaz de escribir un texto breve sobre un tema de su campo de especialización basándose en fuentes.

RA179 - Es capaz de entender el vocabulario académico general y usarlo de forma correcta y apropiada.

RA177 - Es capaz de planificar y organizar las ideas para posteriormente redactar un texto cohesionado de forma coherente.

RA180 - Es capaz de reconocer y usar las estructuras retóricas más comunes en los entornos académicos (causa-efecto; problema-solución; introducción-idea principal-ideas secundarias)

RA181 - Es capaz de resumir información proveniente de diferentes fuentes, haciendo uso de estrategias más comunes: paráfrasis y cita indirecta.

RA173 - RA 1 Es capaz de entender las ideas principales y información específica que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización.

RA175 - Es capaz de exponer temas profesionales en inglés de manera clara, precisas y coherente, teniendo en cuenta la audiencia a la que se dirige.

* 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

6.1. Brief description of the subject

The course **English for Professional and Academic Communication** prepares students for oral and written communication in academic and professional setting, with a special focus on forestry and environmental topics.

6.2. Syllabus

1. Introduction into Oral Communication. Role of speaker and listener. Listening for main ideas and for specific information. Listening and note-taking.
 - 1.1. Strategies for Oral Communication. Useful language. Oral Communication Workshop: signposting language
2. Information transfer in pairs (Structure of a university degree). Listening and recording information in note-form in a flowchart. Vocabulary building.
 - 2.1. Group oral presentation practice (MSc Erasmus Mundus forestry degrees) Written versus spoken English. Selecting and ordering information. Presenting information from notes. Introduction to academic writing. The writing process. Academic world list
 - 2.2. Listening skills (MSc University of Cumbria Video) Note-taking techniques. Outlining: selecting and structuring main ideas, supporting ideas and details. Reporting from outlines to text.
3. Pair presentation practice (IUCN Red list categories). Group presentation practice (IUCN Report on biodiversity in Spain).
 - 3.1. Group information transfer (Endangered wildlife species). Jigsaw listening and recording information in note-form. Pronunciation and word stress. Paraphrasing and Summarizing (Endangered species, Species recovery)
4. Describing a process. Language of cause-effect. Expressing causal relationships. Paragraph building, reference and cohesion (Loss of biodiversity)
5. Listening to a live conference (Rewilding Europe conference). Recording information: from notes to outline.
 - 5.1. From listening to participating in a debate. Debate skills and language (Wilderness, Rewilding, Tourism)
 - 5.2. Oral presentation preparation and design (Rewilding projects in Europe).
 - 5.3. Evaluation of Oral presentations: Criteria for evaluation.

6. Listening for specific information. Recording information in note-form. Vocabulary building
 - 6.1. Individual presentations on selected topics (Endangered species, wildlife management)
7. Group presentation practice (Ecoregions; Forest ecosystems). Selecting main and subsidiary points. Recording data in note-form. Pronunciation and stress. Vocabulary building
 - 7.1. Listening skills (Doñana NP, Spanish National parks videos) Vocabulary building. Recording information: summarizing
 - 7.2. Individual presentations on selected topics (Forest ecosystems)
8. Strategies for writing essays/papers. Reading academic articles. Ecological networks
9. Academic writing style. Citation. Plagiarism. Referencing sources.
10. The term paper: genre constraints. Planning, outlining and drafting. Revising, editing & publishing

7. Schedule

7.1. Subject schedule*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1	<p>Group dynamics. Needs analysis questionnaire Duration: 01:30 Cooperative activities</p> <p>Oral presentation strategies. Oral comprehension. Duration: 01:30 Lecture</p> <p>Oral presentation practice Duration: 00:30 Laboratory assignments</p>		<p>Group dynamics. Needs analysis questionnaire Duration: 01:30 Cooperative activities</p> <p>Oral presentation strategies. Oral comprehension. Duration: 01:30 Lecture</p> <p>Oral presentation practice Duration: 00:30 Laboratory assignments</p>	<p>Actividad y participación en clase Individual work Continuous assessment Presential Duration: 00:00</p>
2	<p>Information transfer in pairs (Structure of a university degree) Duration: 02:00 Cooperative activities</p> <p>Group presentation (Erasmus Mundus MSc degrees) Duration: 02:00 Laboratory assignments</p>		<p>Information transfer in pairs (Structure of a university degree) Duration: 02:00 Cooperative activities</p> <p>Group presentation (Erasmus Mundus MSc degrees) Duration: 02:00 Laboratory assignments</p>	<p>Presentación oral Individual presentation Continuous assessment Presential Duration: 00:00</p>
3	<p>Oral comprehension (NS Forestry video) Duration: 01:00 Laboratory assignments</p> <p>Writing an outline Duration: 00:30 Lecture</p> <p>Preparing a report Duration: 00:30 Cooperative activities</p> <p>CV/Cover letter writing Duration: 01:00 Lecture</p>		<p>Oral comprehension (NS Forestry video) Duration: 01:00 Laboratory assignments</p> <p>Writing an outline Duration: 00:30 Lecture</p> <p>Preparing a report Duration: 01:00 Additional activities</p> <p>CV/Cover letter writing Duration: 01:00 Lecture</p>	<p>Trabajo escrito Individual work Continuous assessment Presential Duration: 00:00</p>
4	<p>CV/Cover letter writing Duration: 02:00 Lecture</p> <p>CV/Cover letter writing. Interviews Duration: 02:00 Laboratory assignments</p>		<p>CV/Cover letter writing Duration: 02:00 Lecture</p> <p>CV/Cover letter writing. Interviews Duration: 02:00 Laboratory assignments</p>	

5	<p>Listening comprehension: IUCN Red list video Duration: 01:00 Laboratory assignments</p> <p>Group presentation- Biodiversity at risk Duration: 01:30 Cooperative activities</p> <p>Listening comprehension: Biodiversity video Duration: 00:30 Laboratory assignments</p>		<p>Listening comprehension: IUCN Red list video Duration: 01:00 Laboratory assignments</p> <p>Group presentation- Biodiversity at risk Duration: 01:30 Cooperative activities</p> <p>Listening comprehension: Biodiversity video Duration: 00:30 Laboratory assignments</p>	
6	<p>Reading comprehension. Jigsaw reading and listening Duration: 02:00 Cooperative activities</p> <p>Listening comprehension (Rewilding) Duration: 02:00 Laboratory assignments</p>		<p>Reading comprehension. Jigsaw reading and listening Duration: 02:00 Cooperative activities</p> <p>Listening comprehension (Rewilding) Duration: 02:00 Laboratory assignments</p>	
7	<p>Pronunciation lesson Duration: 01:00 Lecture</p> <p>Pronunciation practice Duration: 01:00 Cooperative activities</p> <p>Jigsaw listening (Endangered species) Duration: 01:00 Cooperative activities</p>		<p>Pronunciation lesson Duration: 01:00 Lecture</p> <p>Pronunciation practice Duration: 01:00 Cooperative activities</p> <p>Jigsaw listening (Endangered species) Duration: 01:00 Cooperative activities</p>	
8	<p>Writing an outline based on a text. Selecting main ideas/From outline to text Duration: 02:00 Lecture</p> <p>Jigsaw listening (ecoregions) Duration: 01:30 Cooperative activities</p>		<p>Writing an outline based on a text. Selecting main ideas/From outline to text Duration: 02:00 Lecture</p> <p>Jigsaw listening (ecoregions) Duration: 01:30 Cooperative activities</p>	
9	<p>Oral practice: Iberian forests Duration: 02:00 Cooperative activities</p> <p>Oral presentations basics Duration: 01:00 Lecture</p> <p>Criteria and evaluation of oral presentations Duration: 00:30 Lecture</p> <p>Listening comprehension: Effective presentations Duration: 00:30 Cooperative activities</p>		<p>Oral practice: Iberian forests Duration: 02:00 Cooperative activities</p> <p>Oral presentations basics Duration: 01:00 Lecture</p> <p>Criteria and evaluation of oral presentations Duration: 00:30 Lecture</p> <p>Listening comprehension: Effective presentations Duration: 00:30 Cooperative activities</p>	

10	<p>Miniconference of oral presentations (evaluated) Duration: 02:30 Cooperative activities</p> <p>Miniconference of oral presentations (evaluated) Duration: 02:00 Cooperative activities</p>		<p>Miniconference of oral presentations (evaluated) Duration: 02:30 Cooperative activities</p> <p>Miniconference of oral presentations (evaluated) Duration: 02:00 Cooperative activities</p>	
11	<p>Reading comprehension: academic texts Duration: 01:30 Cooperative activities</p> <p>Preparation for the final test Duration: 01:30 Laboratory assignments</p>		<p>Reading comprehension: academic texts Duration: 01:30 Cooperative activities</p> <p>Preparation for the final test Duration: 01:30 Laboratory assignments</p>	
12				
13				
14				
15				
16				
17				<p>Examen global Problem-solving test Continuous assessment Presential Duration: 00:00</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. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Actividad y participación en clase	Individual work	Face-to-face	00:00	10%	5 / 10	CT 3
2	Presentación oral	Individual presentation	Face-to-face	00:00	10%	5 / 10	CT 3
3	Trabajo escrito	Individual work	Face-to-face	00:00	10%	5 / 10	CT 3
17	Examen global	Problem-solving test	Face-to-face	00:00	70%	5 / 10	CT 3

8.1.2. Global examination

No se ha definido la evaluación sólo por prueba final.

8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

8.2. Assessment criteria

EVALUACIÓN PROGRESIVA

1. Debido al carácter práctico de esta asignatura, se considera imprescindible la asistencia, siendo el mínimo exigible de un 80%.

2. Se considera imprescindible la participación del alumno en las sesiones presenciales. Así mismo se requiere la realización de todas las actividades propuestas ya sea en el aula o a través de la plataforma Moodle. Estas actividades así como la participación representarán un 10% de la nota final

3. Todos los alumnos independientemente deberán realizar:

a) Exposición oral (8-10 minutos) basada en un artículo de investigación forestal o medioambiental escrito en inglés de no más de 5 años de antigüedad. (Guía y procedimientos en Moodle). Las exposiciones orales se realizarán durante el último mes lectivo en clase. Esta actividad representará un 10% de la nota final.

b) Trabajo escrito en formato ensayo (Introducción, tesis, desarrollo y conclusión) escrito en inglés, sobre un tema dado por el profesor. El trabajo tendrá un mínimo de 1500 palabras, y se entregará en tres fases (outline, draft y final version) de las que informará el profesor al principio del curso. Esta actividad representará un 10%.de la nota final.

Estas tareas son de OBLIGADO cumplimiento. Si no se realizasen, el alumno sólo será evaluado sobre el 6.

4. El aprobado de la asignatura requiere que el alumno obtenga al menos un 5 sobre 10 en el **examen global** de final de semestre, que representa el 70% de la nota final. A partir de esa calificación se computarán las calificaciones correspondientes a la exposición oral, el trabajo escrito y las participación y actividades de clase.

EVALUACIÓN FINAL- EXÁMENES ORDINARIO Y EXTRAORDINARIO

1. Exposición oral (8-10 minutos) basada en un artículo de investigación forestal o medioambiental escrito en inglés de no más de 5 años de antigüedad. (Guía y procedimientos en Moodle). Esta presentación se realizará el mismo día del examen. Esta actividad representará un 10% de la nota final.

2. Trabajo escrito en formato ensayo (Introducción, tesis, desarrollo y conclusión) escrito en inglés, sobre un tema dado por el profesor. El trabajo tendrá un mínimo de 2000 palabras, y se entregará en tres fases (outline, draft y final version) de las que informará el profesor al principio del curso. Esta actividad representará un 10%.de la nota final.

Estas tareas son de OBLIGADO cumplimiento. Si no se realizasen, el alumno sólo será evaluado sobre el 6.

3. Examen escrito que recoge los contenidos desarrollados en el curso (duración de 3 a 4 horas). Representa un 80% de la nota final.

9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
Bailey, Stephen. Academic Writing. 2nd ed. 2006. Routledge.	Bibliography	Academic writing. Materiales para enseñar la redacción académica
Boardman, Cynthia A. 2008. Writing to Communicate 2. Longman.	Bibliography	Academic writing. Materiales para aprendizaje de redacción académica
Comfort, Jeremy. 1995. Effective Presentations. OUP.	Bibliography	Oral presentations. Material de aprendizaje; presentaciones orales
Lynch, Tony, K. Anderson. 1992. Study Speaking. CUP.	Bibliography	Speaking. Oral presentations. Materiales de clase. presentaciones orales
Jordan, R.R. 1997. English for Academic Purposes. CUP.	Bibliography	English for specific purposes. Material de clase. inglés para fines académicos
Oshima, Alice & Ann Hogue. 2007. Introduction to Academic Writing 3. Longman	Bibliography	Aprendizaje: redacción académica
Biodiversity video. Wolves in Yellowstone NP. Animals of British Countryside. Video. David Attenborough.	Bibliography	Authentic materials for oral comprehension. Material auténtico para comprensión oral
Doñana. A Paradise for Birds. 2001. Video. Unesco Publishing.	Others	Authentic materials for oral comprehension. Material auténtico para comprensión oral
Forest Systems. 2010-2020. INIA. ISSN 2171-5068	Bibliography	Scientific journal. Reading comprehension. Revista científica de temas forestales. Comprensión lectora y redacción
Journal of Forestry. Society of American Foresters. ISSN: 0022-1201	Bibliography	Scientific journal. Reading comprehension. Revista científica de tema forestal. Comprensión lectora y redacción académica

European Commission, WWF, FAO, Wilderness Society, Iberian Nature etc.	Web resource	Resources for students' preparation and consultation. Recursos de consulta. Presentaciones orales y redacciones
European universities web pages	Web resource	Resources for classtask preparation. Recursos para tareas de clase

10. Other information

10.1. Other information about the subject

Written coursework, topics and criteria of evaluation can be adapted at the beginning of the semestre, depending of the entry level and number of students. Students will be notified in due time.

(Actividades escritas (coursework) y criterios de evaluación pueden adaptarse al inicio del semestre en función del número de alumnos en el grupo. En este caso se informará a los alumnos y se presentará una nueva evaluación).