



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Edificación

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**545000031 - English For Professional And Academic Communications**

### DEGREE PROGRAMME

54IE - Grado En Edificación

### 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>	545000031 - English For Professional And Academic Communications
<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 Semester 6
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	54IE - Grado en Edificación
<b>Centre</b>	54 - Escuela Tecnica Superior De Edificación
<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>
Miguel Fernandez Alvarez	Subdirección	m.fernandez@upm.es	M - 10:00 - 13:00 Tu - 10:00 - 13:00
Joaquin Santiago Lopez	Inglés	joaquin.santiago@upm.es	Th - 09:30 - 10:30 Th - 12:30 - 13:30 F - 09:30 - 10:30 F - 12:30 - 13:30

Maria Trinidad Fernandez Perez (Subject coordinator)	Inglés	trinidad.fernandez@upm.es	M - 10:00 - 13:00 Tu - 10:00 - 13:00
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\* 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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- Nivelación B1 en Lengua Inglesa

- Nivelacion B2 en Lengua Inglesa

#### 3.2. Other required learning outcomes

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

### 4. Skills and learning outcomes \*

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#### 4.1. Skills to be learned

CG13 - Uso de la lengua inglesa en el ámbito de la edificación

CT08 - Uso de la lengua inglesa

CT15 - Trabajo en un contexto internacional.

## 4.2. Learning outcomes

RA443 - CG13 - Uso de la lengua inglesa en el ámbito de la edificación CT08 - Uso de la lengua inglesa CT15 - Trabajo en un contexto internacional.

RA454 - RA233 - RA01. Identify main and secondary ideas in a text, and draw up an outline. RA02. Identify the parts and structure of a text. RA03. Identify specific details in a text. RA04. Assess the relevance of ideas presented in a text & draw conclusions. RA05. Express point of view orally in a coherent way. RA06. Reduce affective filters in oral communication. RA07. Present projects and technical reports orally. RA08. Participate in oral discussions using the appropriate linguistic conventions. RA09. Understand academic and professional discourse. RA10. Predict discourse strategies in oral communication. RA11. Identify parts and structure in a lecture. RA12. Understand specialized discourse based on audiovisual sources. RA13. Identify the main differences between oral and written communication. RA14. Write texts following the conventions used in different types of specialized documents. RA15. Take notes from lectures. RA16. Write up paragraphs following different text structures.

\* 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

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### 5.1. Brief description of the subject

This subject is aimed at helping students improve their competence in the main four skills, both production and reception. It is also aimed at developing the professional skills of students facing graduation.

## 5.2. Syllabus

1. Listening Skills
2. Reading Skills
3. Oral production. Oral presentations
4. Writing Skills

## 6. Schedule

### 6.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	<b>Introduction to the subject</b> Duration: 04:00 Lecture			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
2	<b>Reading skills 1</b> Duration: 02:00 Lecture  <b>Reading Skills 1</b> Duration: 02:00 Cooperative activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
3	<b>Reading Skills 2</b> Duration: 04:00 Cooperative activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
4	<b>Reading Skills 3</b> Duration: 02:00 Cooperative activities			<b>Reading test</b> Written test Continuous assessment Presential Duration: 02:00
5	<b>Listening Skills 1</b> Duration: 02:00 Lecture  <b>Listening Skills 1</b> Duration: 02:00 Cooperative activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
6	<b>Listening Skills 2</b> Duration: 04:00 Additional activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
7	<b>Listening Skills 3</b> Duration: 02:00 Additional activities			<b>Listening test</b> Other assessment Continuous assessment Not Presential Duration: 02:00
8	<b>Speaking Skills 1</b> Duration: 02:00 Lecture  <b>Speaking Skills 1</b> Duration: 02:00 Lecture			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45

9	<b>Speaking Skills 2</b> Duration: 04:00 Additional activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
10	<b>Speaking Skills 3</b> Duration: 02:00 Additional activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45  <b>Oral Presentations</b> Group presentation Continuous assessment Presential Duration: 02:00
11				<b>Oral Presentations</b> Group presentation Continuous assessment Presential Duration: 04:00
12	<b>Writing Skills 1</b> Duration: 02:00 Lecture  <b>Writing Skills 1</b> Duration: 02:00 Additional activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
13	<b>Writing Skills 2</b> Duration: 04:00 Cooperative activities			<b>Weekly Homework Assignments</b> Other assessment Continuous assessment Not Presential Duration: 00:45
14	<b>Writing skills 3</b> Duration: 02:00 Cooperative activities			<b>Writing test</b> Written test Continuous assessment Presential Duration: 02:00
15				<b>Job Interviews</b> Individual presentation Continuous assessment Presential Duration: 02:00
16				<b>Final exam</b> Written test Final examination Not 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	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
2	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
3	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
4	Reading test	Written test	Face-to-face	02:00	20%	5 / 10	CT08 CT15 CG13
5	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
6	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
7	Listening test	Other assessment	No Presential	02:00	20%	5 / 10	CT08 CT15 CG13
8	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
9	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
10	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
10	Oral Presentations	Group presentation	Face-to-face	02:00	10%	5 / 10	CT08 CT15 CG13
11	Oral Presentations	Group presentation	Face-to-face	04:00	10%	5 / 10	CT15 CG13 CT08
12	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13
13	Weekly Homework Assignments	Other assessment	No Presential	00:45	1%	5 / 10	CT08 CG13

14	Writing test	Written test	Face-to-face	02:00	20%	5 / 10	CT08 CG13
15	Job Interviews	Individual presentation	Face-to-face	02:00	10%	5 / 10	CT08 CT15 CG13

### 7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	Final exam	Written test	No Presential	02:00	100%	5 / 10	CT08 CT15 CG13

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

No se ha definido la evaluación extraordinaria.

## 7.2. Assessment criteria

El sistema de evaluación aplicado será la evaluación progresiva, esto es, un conjunto de pruebas distribuidas a lo largo del periodo docente, que persiguen la evaluación de la progresión de cada estudiante en el grado de alcance de los resultados de aprendizaje de la asignatura o materia. Más concretamente, los alumnos deberán realizar las pruebas parciales que se indican a continuación (solo aquellos que asistan al menos un 80% del tiempo total). Aquellos que no superen los criterios mínimos de asistencia tendrán que presentarse a la prueba de evaluación final.

El alumnado realizará las siguientes pruebas evaluables con los siguientes parámetros:

1. Reading test: 20%
2. Listening tests: 20%
3. Oral presentation: 20%
4. Writing tests: 20%
5. Job interview (oral exam): 10%
6. Weekly Homework Assignments: 10%

Los alumnos de evaluación progresiva deberán superar al menos 4 de las 6 partes evaluables, en caso contrario deberán recuperar las partes no superadas en la prueba de evaluación final.

Los alumnos que accedan a la asignatura con certificado nivel B1, deberán presentar el certificado nivel B2 5 días hábiles antes de cada una de las convocatorias de prueba final.

## 8. Teaching resources

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### 8.1. Teaching resources for the subject

Name	Type	Notes
EPAC Class Materials	Others	

## 9. Other information

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### 9.1. Other information about the subject

Prof. Trinidad Fernández: 64 h

Prof. Miguel Fernández: 64 h

Prof. Joaquín Santiago: 64 h