



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

**545000166 - English For Professional And Academic Communications**

### DEGREE PROGRAMME

54ID - Doble Grado En Edificación Y En Administración Y Dirección De Empresas

### ACADEMIC YEAR & SEMESTER

2022/23 - Semester 2

## Index

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### Learning guide

1. Description.....	1
2. Faculty.....	1
3. Prior knowledge required to take the subject.....	2
4. Skills and learning outcomes .....	2
5. Brief description of the subject and syllabus.....	3
6. Schedule.....	5
7. Activities and assessment criteria.....	8

## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	545000166 - English For Professional And Academic Communications
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fifth year
<b>Semester of tuition</b>	Semester 9 Semester 10
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	54ID - Doble Grado en Edificación y en Administración y Dirección de Empresas
<b>Centre</b>	54 - Escuela Técnica 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 (Subject coordinator)		m.fernandez@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

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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. 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.

CG17 - Que los estudiantes sean capaces de trabajar en un entorno bilingüe (inglés-castellano) propio del ámbito de la administración y dirección de empresas.

CG20 - Que los estudiantes sean capaces de trabajar en entornos diversos, comprendiendo y adaptándose a situaciones nuevas en el ámbito de la administración y dirección de empresas.

## 4.2. Learning outcomes

RA162 - Expresión oral y escrita en inglés en el contexto de la Administración y Dirección de Empresas.

RA161 - Comprender el discurso oral y escrito en inglés específico de la Administración y Dirección de Empresas.

RA160 - Conocer y saber utilizar la terminología especializada de la Administración y Dirección de Empresas en lengua inglesa.

RA163 - Utilizar adecuadamente la lengua inglesa en el contexto profesional de la Administración y Dirección de Empresas.

\* 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

Estudio teórico-práctico de los rasgos léxicos, sintácticos, discursivos y estilísticos característicos del inglés empresarial. Introducción a esta lengua, haciendo hincapié en el aprendizaje de las destrezas comunicativas necesarias para poder desenvolverse con soltura en un futuro profesional.

### 5.2. Syllabus

#### 1. Module 1. Finding a job

1.1. Lesson 1.1. Professional skills building

1.2. Lesson 1.2. Résumés and cover letters

1.3. Lesson 1.3. Networking

1.4. Lesson 1.4. Interviewing

#### 2. Module 2. Principles and elements of communication in the workplace

2.1. Lesson 2.1. Effective communication in the workplace

2.2. Lesson 2.2. Methods of communication

2.3. Lesson 2.3. Ethics in communication

2.4. Lesson 2.4. Group dynamics

### 3. Module 3. Collaboration in and across teams

3.1. Lesson 3.1. Team communication in the workplace

3.2. Lesson 3.2. Collaborative projects

3.3. Lesson 3.3. Working across genders

3.4. Lesson 3.4. Intercultural communication

### 4. Module 4. Written communication

4.1. Lesson 4.1. Writing the right message

4.2. Lesson 4.2. Email writing

4.3. Lesson 4.3. Note taking

4.4. Lesson 4.4. Memos, agendas and meeting minutes

### 5. Module 5. Understanding reports and other technical and professional documents

5.1. Lesson 5.1. Basic rules of writing academic and professional texts

5.2. Lesson 5.2. Vocabulary and the lexical domain

5.3. Lesson 5.3. Reading techniques and strategies

5.4. Lesson 5.4. Reports

### 6. Module 6. Public speaking

6.1. Lesson 6.1. Effective public speaking

6.2. Lesson 6.2. Delivery

6.3. Lesson 6.3. Public speaking online

6.4. Lesson 6.4. Audience engagement

## 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>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
2	<b>Module 1. Finding a job</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
3	<b>Module 1. Finding a job</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
4	<b>Module 2. Principles and elements of communication in the workplace</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
5	<b>Module 2. Principles and elements of communication in the workplace</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
6	<b>Module 3. Collaboration in and across teams</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
7	<b>Module 3. Collaboration in and across teams</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
8	<b>Module 4. Written communication</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00
9	<b>Module 4. Written communication</b> Duration: 04:00 Cooperative activities			<b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00

10	<p><b>Module 5. Understanding reports and other technical and professional documents</b> Duration: 04:00 Cooperative activities</p>			<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p>
11	<p><b>Module 5. Understanding reports and other technical and professional documents</b> Duration: 04:00 Cooperative activities</p>			<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p>
12	<p><b>Module 6. Public speaking</b> Duration: 04:00 Cooperative activities</p>			<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p>
13	<p><b>Module 6. Public speaking</b> Duration: 04:00 Cooperative activities</p>			<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p> <p><b>Collaborative Project</b> Group work Continuous assessment Presential Duration: 02:00</p>
14	<p><b>Escape Room</b> Duration: 02:00 Cooperative activities</p>			<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p> <p><b>Oral Presentations</b> Group presentation Continuous assessment Presential Duration: 02:00</p>
15				<p><b>Attendance and participation</b> Other assessment Continuous assessment Presential Duration: 00:00</p> <p><b>Oral Presentations</b> Group presentation Continuous assessment Presential Duration: 02:00</p> <p><b>Final Exam</b> Written test Continuous assessment Presential Duration: 02:00</p>



16				<p><b>Personal interviews</b> Individual presentation Continuous assessment Presential Duration: 04:00</p> <p><b>Individual Portfolio</b> Individual work Continuous assessment Presential Duration: 00:00</p>
17				<p><b>Final Exam</b> Written test Final examination Not Presential Duration: 02:00</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.

## 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	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
2	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
3	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
4	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
5	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
6	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
7	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
8	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
9	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
10	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
11	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20

12	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
13	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
13	Collaborative Project	Group work	Face-to-face	02:00	10%	/ 10	CG13 CG17 CG20
14	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
14	Oral Presentations	Group presentation	Face-to-face	02:00	2.5%	/ 10	CG17 CG20 CG13
15	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
15	Oral Presentations	Group presentation	Face-to-face	02:00	2.5%	/ 10	CG13 CG17 CG20
15	Final Exam	Written test	Face-to-face	02:00	40%	/ 10	CG17 CG20 CG13
16	Personal interviews	Individual presentation	Face-to-face	04:00	5%	/ 10	CG13 CG17 CG20
16	Individual Portfolio	Individual work	Face-to-face	00:00	10%	/ 10	CG13 CG17 CG20

### 7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final Exam	Written test	No Presential	02:00	100%	/ 10	CG13 CG17 CG20

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

No se ha definido la evaluación extraordinaria.

## 7.2. Assessment criteria

Sistema de evaluación

- Asistencia y participación 30%
- Evaluación de trabajos individuales 15%
- Evaluación de trabajos en grupo 15%
- Exámenes escritos 40%