



INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingeniería y Sistemas
de Telecomunicación

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

595000512 - English For Professional And Academic Communication

DEGREE PROGRAMME

59ID - Grado En Ingeniería Y Sistemas De Datos

ACADEMIC YEAR & SEMESTER

2022/23 - Semester 2

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1. Description

1.1. Subject details

Name of the subject	595000512 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3 Semester 4
Tuition period	February-June
Tuition languages	English
Degree programme	59ID - Grado en Ingeniería y Sistemas de Datos
Centre	59 - Escuela Técnica Superior De Ingeniería Y Sistemas De Telecomunicación
Academic year	2022-23

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Bozena Wislocka Breit (Subject coordinator)	A4308	bozena.wislocka@upm.es	Sin horario. Always to be confirmed previously by email

* 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

-
-
-

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

- In order to enrol for this course the student is required to provide an approved certificate of at least B1 (CEFR) level in English
- In order to pass the course students are required to provide a B2 level official certificate 5 working days before the global exam at the latest.

5. Skills and learning outcomes *

5.1. Skills to be learned

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

CG01 - Tener capacidad de trabajar en entornos internacionales y multidisciplinares, haciendo uso de la lengua inglesa en forma oral y escrita.

CG06 - Poseer la habilidad para liderar equipos multidisciplinares para diseñar y construir sistemas que den respuesta a proyectos de ingeniería, dentro de un equipo organizando, planificando, tomando decisiones, negociando y resolviendo conflictos.

5.2. Learning outcomes

RA116 - Saber resumir y exponer correctamente y con rigor un tema sobre el que se ha documentado previamente.

RA114 - Entender y producir textos, artículos y presentaciones orales en inglés.

RA115 - Dominar la terminología propia de la Ingeniería de datos.

RA117 - Manejar de forma competente las convenciones que rigen el inglés escrito y ser capaz de transferirlas a su propia producción lingüística para redactar textos en inglés técnico.

* 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

Unit 1. Talking about yourself: Introducing yourself, video CV

Unit 2. Professional communication (e-mail writing, on the phone and teleconferencing, colloquia and meetings...)

Unit 3: Developing an academic or professional text: text and paragraph structure, text functions...)

Unit 4: Presenting a project proposal: long abstract, oral presentation, poster or pentachart...

Unit 5: Applying for a position (academic or professional): job interviews, application letters...

Theoretical short sessions: Linguistic contents are presented throughout the sessions, integrated with the activity.

Guided practical sessions: Besides theory, a varied range of activities will be carried out, both individually and in formal or informal groups. Some activities will be focused on reading specialized papers, reports and articles extracted from general and specialized journals, as well as many other tasks related to the understanding and the creation of oral and written texts about issues related to data-engineering.

Practical sessions (both with previous preparation and spontaneous): in-class debates on controversial ethical and professional issues. Note-taking exercises from technical lectures in English (both live and recorded).

Attendance and active participation in academic seminars: students will have to write summaries in English about events taking place at the UPM.

6.2. Syllabus

1. Talking about yourself, self-presentation, small talk
 - 1.1. Body language
 - 1.2. Video CV
2. Professional communication:
 - 2.1. On the phone: standard expressions
 - 2.2. Preparing information for a debate or a meeting
 - 2.3. Giving and asking for opinion, giving your own point of view
 - 2.4. Videoconferencing
3. Developing an academic or professional text:
 - 3.1. Paragraph structure
 - 3.2. Cohesion and coherence, linkers and hedging
 - 3.3. Email writing
 - 3.4. Meeting Minutes
 - 3.5. Definitions and classifications; physical and process descriptions
4. Presenting a project proposal:
 - 4.1. Long abstract, key words, bibliographical references, plagiarism
 - 4.2. Oral presentation
 - 4.3. Poster or pentachart
 - 4.4. SDGs to be considered within the project
5. Applying for a position (academic or professional):
 - 5.1. Letter of motivation / Covering letter
 - 5.2. Interviews

7. Schedule

7.1. Subject schedule*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	Talking about yourself: Greetings, meeting people, small talk; formal and informal talk (socializing); likes and dislikes, hobbies; voice modulation, eye-contact, gestures and body language; Video-CV Duration: 04:00			Interactive activities and in-class exercises completed during the semester, including: listening quizzes, video-CV, writing specific topic paragraphs, telephone role playing, meetings and debates, note taking, etc Continuous assessment Presential Duration: 04:00
2	On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duration: 02:00 Role playing on the phone: receiving and taking calls, spelling names, writing down numbers, taking messages Duration: 02:00			Following the instructions provided in class, each student will deliver their CV to their classmates. Continuous assessment Presential Duration: 01:00 Working in pairs on the phone, dealing with clients and business partners, taking notes, transmitting messages Continuous assessment Presential Duration: 01:00
3	Searching for specific information; skimming and scanning reading techniques; preparing info for a debate or meeting, taking notes while listening Duration: 02:00 Giving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00			Taking notes during a meeting aiming at the meeting minutes Continuous assessment Not Presential Duration: 02:00
4	Professional writing: paragraph and its structure; text structure: introduction, body, conclusion Duration: 01:00 Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism Duration: 02:00			Writing a well structured paragraph, topic sentence and supporting sentences; ordering scrambled sentences to form a coherent paragraph Continuous assessment Presential Duration: 02:00 Collaborative solutions to exercises done in class, reciprocal revision and correction

				Continuous assessment Presential Duration: 01:00
5	<p>Cover letter: formal and informal style, British and American conventions contrasted with the Spanish usage. Duration: 01:00</p> <p>Synchronous and asynchronous job and scholarship interviews. Previous analysis of body language, difficult questions, STAR technique, professional terminology and register Duration: 02:00</p>			<p>Recorded 5-10 minutes job or scholarship interview, carried out in pairs and evaluated within the workshop methodology.</p> <p>Continuous assessment Not Presential Duration: 00:00</p>
6	<p>Basics of proposal writing: Thesis, antithesis, debate and conclusions; some examples and their development Duration: 02:00</p> <p>Test 1: covering all the topics and vocabulary developed in the weeks 1-5 Duration: 00:00</p>			<p>Test 1 covering all the topics and vocabulary developed in weeks 1-5</p> <p>Continuous assessment Presential Duration: 02:00</p>
7	<p>Introduction to formal writing: technical writing and its features. Duration: 02:00</p> <p>Technical and scientific definitions, classifications. Physical and processes description, providing specific information with professional terminology; detailed description of positions and movements Duration: 02:00</p>			<p>Cover letter to be prepared as a response to a real job offer</p> <p>Continuous assessment Presential Duration: 01:00</p> <p>"Definition" and "process" elaboration: practical exercises</p> <p>Continuous assessment Presential Duration: 02:00</p>
8	<p>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading Duration: 02:00</p> <p>Analysis of the structure, ordering of scrambled sentences into logical paragraphs, connecting words Duration: 02:00</p>			<p>300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation</p> <p>Continuous assessment Not Presential Duration: 02:00</p>
9	<p>5 paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions Duration: 02:00</p> <p>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology Duration: 02:00</p>			

10	<p>Scientific and academic writing styles: abstract, key words, affiliation, references and bibliography, different citation styles (EEE, Harvard, MLA, APA), plagiarism and autocitations Duration: 02:00</p> <p>Abstract writing, key words selection, exercises en literal citation, paraphrasing or merely mentioning a bibliographical source Duration: 02:00</p>			
11	<p>Test 2 covering all the topics and vocabulary developed in the weeks 6-11 Duration: 02:00</p> <p>Preparing your visuals, contents, fonts size, images, copyright, accessibility Duration: 02:00</p>			<p>Test 2 covering all the topics and vocabulary developed in weeks 6-11</p> <p>Continuous assessment Presential Duration: 02:00</p>
12	<p>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact Duration: 02:00</p> <p>Oral presentations on technical subjects basic principles Duration: 02:00</p>			<p>Presentation visuals to be uploaded on Moodle</p> <p>Continuous assessment Not Presential Duration: 00:00</p>
13	<p>Specific vocabulary, overview, signposting, contents, interaction with the public Duration: 02:00</p> <p>Live presentations delivered in the classroom Duration: 02:00</p>			<p>Oral presentation delivered in pairs on a topic related to their specialty</p> <p>Continuous assessment Presential Duration: 00:10</p>
14	<p>Live presentations delivered in the classroom Duration: 02:00</p> <p>Live presentations delivered in the classroom Duration: 02:00</p>			<p>Oral presentation delivered in pairs on a topic related to their specialty</p> <p>Continuous assessment Presential Duration: 00:10</p> <p>Oral presentation delivered in pairs on a topic related to their specialty</p> <p>Continuous assessment Presential Duration: 00:10</p>

15	<p>Global exam: students who have failed Test 1 or Test 2 have an opportunity to resit: students who have not followed progressive evaluation must take this exam Duration: 02:00</p> <p>Students who did not upload one of the three redeemable activities: proposal, job interview and presentation may do it now Duration: 00:00</p>			<p>Global exam: students who have failed Test 1 or Test 2 have an opportunity to resit: students who have not followed progressive evaluation must take this exam</p> <p>Final examination Not Presential Duration: 02:00</p> <p>Students who did not upload one of the three redeemable activities: proposal, job interview and presentation need to do it now</p> <p>Final examination Not Presential Duration: 00:00</p>
16				
17				

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
1	Interactive activities and in-class exercises completed during the semester, including: listening quizzes, video-CV, writing specific topic paragraphs, telephone role playing, meetings and debates, note taking, etc		Face-to-face	04:00	30%	5 / 10	CG01 CG06 CB04
2	Following the instructions provided in class, each student will deliver their CV to their classmates.		Face-to-face	01:00	%	5 / 10	CG01 CB04
2	Working in pairs on the phone, dealing with clients and business partners, taking notes, transmitting messages		Face-to-face	01:00	%	5 / 10	CG01 CG06 CB04
3	Taking notes during a meeting aiming at the meeting minutes		No Presential	02:00	%	5 / 10	CG01 CG06 CB04
4	Writing a well structured paragraph, topic sentence and supporting sentences; ordering scrambled sentences to form a coherent paragraph		Face-to-face	02:00	%	5 / 10	CG06 CB04 CG01
4	Collaborative solutions to exercises done in class, reciprocal revision and correction		Face-to-face	01:00	%	5 / 10	CG01 CG06 CB04
5	Recorded 5-10 minutes job or scholarship interview, carried out in pairs and evaluated within the workshop methodology.		No Presential	00:00	10%	5 / 10	CG01 CB04
6	Test 1 covering all the topics and vocabulary developed in weeks 1-5		Face-to-face	02:00	20%	5 / 10	CG01 CB04
7	Cover letter to be prepared as a response to a real job offer		Face-to-face	01:00	%	5 / 10	CG01 CB04

7	"Definition" and "process" elaboration: practical exercises		Face-to-face	02:00	%	5 / 10	CG01 CB04
8	300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation		No Presential	02:00	10%	5 / 10	CB04 CG01 CG06
11	Test 2 covering all the topics and vocabulary developed in weeks 6-11		Face-to-face	02:00	20%	5 / 10	CB04 CG01
12	Presentation visuals to be uploaded on Moodle		No Presential	00:00	%	5 / 10	CG01 CB04
13	Oral presentation delivered in pairs on a topic related to their specialty		Face-to-face	00:10	10%	5 / 10	CB04 CG01 CG06
14	Oral presentation delivered in pairs on a topic related to their specialty		Face-to-face	00:10	%	5 / 10	CG01 CG06 CB04
14	Oral presentation delivered in pairs on a topic related to their specialty		Face-to-face	00:10	%	5 / 10	CG01 CG06 CB04

8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
15	Global exam: students who have failed Test 1 or Test 2 have an opportunity to resit: students who have not followed progressive evaluation must take this exam		No Presential	02:00	40%	5 / 10	CG01 CB04
15	Students who did not upload one of the three redeemable activities: proposal, job interview and presentation need to do it now		No Presential	00:00	30%	5 / 10	CG01 CB04

8.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
A test that includes all the contents of the course, test of grammar, use of language, listening and writing (70%)		Face-to-face	02:00	40%	5 / 10	CB04 CG01 CG06

<p>A 5/6 minutes presentation on a topic related to the student's specialty (20%).</p> <p>Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.</p>		Face-to-face	00:07	20%	5 / 10	CG06 CB04 CG01
<p>Unless tasks required for the Final Exam only (proposal, job interview, motivation letter, etc.) have already been handed in and approved, they need to be delivered one week before the exam.</p>		Face-to-face	02:00	10%	5 / 10	CB04 CG01 CG06

8.2. Assessment criteria

PROGRESSIVE ASSESSMENT:

1. In-class participation in face-to-face activities is irredeemable by its nature and it is equal to 30% of the final grade, its accomplishment requires the attendance to be no lower than 80%. Moreover, students will have to take part actively in the individual and group activities developed in the classroom, including, among others: debates, quizzes based on listening or reading activities, video CV, motivation letter, telephone role-playing, etc.

2. Redeemable group tasks (30%): Students will have to upload a project proposal, deliver an oral presentation with visuals and record and upload a job/scholarship interview

3. Two written tests (20% + 20%): Listening, reading, use of English and writing test covering all the aspects worked in class. EACH section of the Test needs to be passed in order to PASS the Test.

4. Students who have enrolled with a B1 level certificate will be assessed with a FAIL (4.0) in the progressive assessment tasks **until they provide the valid B2 level certificate required in order to pass the course**, which has to be done 5 working days before the global exam at the latest. **Once they provide a valid B2 level certificate, their tasks will be re-assessed and given the corresponding mark.**

GLOBAL ASSESSMENT:

Students **MUST EXPLICITLY APPLY FOR THIS OPTION** at least one week before the scheduled date.

This option is targeted at the students **WHO HAVE FAILED** either any of the Test 1 or Test 2 sections, or the Tests altogether. It will take form of a written test covering full contents of the course with regard to grammar, use of the language, listening and writing.

The three redeemable group tasks, which either have not been handed in in due time, or received a fail mark, can be uploaded now again

Students are reminded that:

- a) **EACH PART OF THE GLOBAL TEST** must be PASSED in order to **PASS the subject**.
- b) In agreement with the **ESTATUTO DEL ESTUDIANTE**, art. 13, point 2 letter d) "plagiarism, copying any part of any of the deliverables, handing in someone else's work as one's own, or cheating during the exam is considered an offence which can be penalised with FAILING the subject. .

EXTRAORDINARY CALL (CONVOCATORIA EXTRAORDINARIA):

Will consist of a **Test that including the full contents of the course**: tests of grammar, use of the language, listening and writing (40%).

All the required individual activities, if not completed previously, will have to be uploaded on Moodle one week before the scheduled exam date at the latest (30%)

Should the oral presentation receive previously a Fail grade, it will need to be delivered now anew.

Students are reminded that, In agreement with the **ESTATUTO DEL ESTUDIANTE**, art. 13, point 2 letter d) "plagiarism, copying any part of any of the deliverables, handing in someone else's work as one's own, or cheating during the exam is considered an offence which can be penalised with FAILING the subject.

9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	All the materials used in the course, exercises and class materials will be available on the platform
M. Hewings: Cambridge Academic English. Upper Intermediate. Cambridge:2012	Bibliography	An integrated skills course for EAP

C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliography	Professional English Series
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliography	The words and phrases you need to succeed.
M. Powell: Presenting in English. Thomson/Heinle, 2002	Bibliography	How to give successful presentations
E. Williams: Presentations in English. MacMillan: 2008	Bibliography	Find your voice as a presenter
J. Hughes & A. Mallet: Successful meetings Oxford OUP 2013	Bibliography	DVD and Student's Book Pack
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliography	
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliography	
D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliography	
BBC Learning English	Web resource	https://www.bbc.co.uk/learningenglish/
Wired Magazine	Web resource	https://www.wired.com/
Academic Phrasebank	Web resource	https://www.phrasebank.manchester.ac.uk/
Purdue Online Writing Lab	Web resource	https://www.phrasebank.manchester.ac.uk/
TED Talks	Web resource	https://www.ted.com/talks

10. Other information

10.1. Other information about the subject

- Students need to bear in mind that in order to take this subject they need to prove being in possession of a certificate of "**Accredited B1 level in English according to the Common European Framework of Reference for Languages**", however, in order to pass it, they will have to provide a **B2 certificate 5 working days before the exam at the latest.**
- **Classes will be delivered in the English language, which is also to be used in all interactions between the student and the teacher (emails, office hours, conversations).**
- The proposed schedule is a theoretical planning and is subject to changes during the course.
- **Communication with teachers.** Students will communicate with their lecturers preferably via **e-mail**. Teachers will try to provide an answer within a maximum period of **72 hours (week-ends and holidays excluded)**.
- Students are **REQUIRED** to use their **corporate e-mail address** (xxxx@alumnos.upm.es), **never** the personal one.
- **Platforms.** The platform used for uploading materials and communication with students will be **Moodle**. Tasks must be handed in using this platform (unless required differently by the teacher). For on-line tutorials, the preferred platforms will be **Teams** and **Zoom**.
- **Sustainable Development Goals:**

The texts selected for the readings will bear in mind **Sustainable Development Goals (SDGs)**, especially Goal 9 (industry, innovation and infrastructure). Likewise, goals 4 (Quality education) and 5 (Gender equality) will be directly addressed during the course.