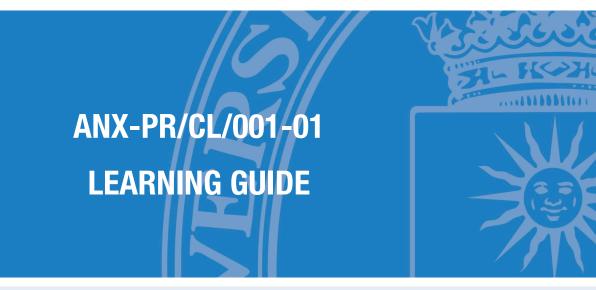


COORDINATION PROCESS OF LEARNING ACTIVITIES PR/CL/001



E.T.S. de Ingenieria y Sistemas de Telecomunicacion



**SUBJECT** 

## 595000512 - English For Professional And Academic Communication

**DEGREE PROGRAMME** 

59ID - Grado En Ingenieria Y Sistemas De Datos

**ACADEMIC YEAR & SEMESTER** 

2022/23 - Semester 2





# Index

# Learning guide

1. Description	1
2. Faculty	1
3. Prior knowledge required to take the subject	2
4. Prior knowledge recommended to take the subject	2
5. Skills and learning outcomes	3
6. Brief description of the subject and syllabus	4
7. Schedule	6
8. Activities and assessment criteria	10
9. Teaching resources	13
10. Other information	15





# 1. Description

## 1.1. Subject details

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

# 2. Faculty

## 2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
			Sin horario.
Bozena Wislocka Breit (Subject coordinator)	A4308	bozena.wislocka@upm.es	Always to be
		bozena.wisiocka@upin.es	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. Definitons 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\*

a       meeting people, sumt tark; format and informat tark (accializing; likes and dislikes, hobbies; voice modulation, nye- context, gestures and body language; Video-CV       weetings and debtase; note tark paragraphs, telephone role pin- tures of the phone: standard expressions, taking messages, replying to questions format and informat, organizing activities       meetings and debtase; note tark paragraphs, telephone role pintures taking messages, replying to questions format and informat, organizing activities       meetings and debtase; note tark presential Duration: 02:00         2       Bole playing on the phone: receiving and debtase; spelling names, turking messages; Duration: 02:00       Continuous assessment Presential Duration: 02:00         2       Bole playing on the phone: receiving and debtase; turking messages; Duration: 02:00       Continuous assessment Presential Duration: 02:00         3       Searching for specific information; stimming and scanning reading turking; tarking messages; Duration: 02:00       Meeting in parts on the phone: receiving a meeting buration: 02:00         3       Giving and scanning reading turking; used assessment presential Duration: 02:00       Meeting in parts taking meeting buration: 02:00         3       Giving and asking for information, presenting own point of view, hedging and presenting own point of view, hedging and presenting own point of view, indiging and presentence, intheren actructure; introduction, body, conclusion	Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
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Vielo-LV         Intering and debates, not is           Duration: 04:00         Continuous assessment           Presential         Duration: 04:00           isking messages, replying to questions         class, each student will deliver           taking messages, replying to questions         class, each student will deliver           Duration: 02:00         Continuous assessment           Presential         Duration: 01:00           a keing and sealing and the phone: receiving and tasting messages         Continuous assessment           Presential         Duration: 02:00           a keing instage and the phone: receiving and tasting messages         Working in pairs on the phone with clients and business part taking messages           Duration: 02:00         Sample         Continuous assessment           Presential         Duration: 01:00         Working in pairs on the phone with clients and business part taking messages           Duration: 02:00         Sample         Continuous assessment           Presential         Duration: 02:00         Presential           3         Sample and professional pointeress         Continuous assessment           Presential         Duration: 01:00         Continuous assessment           Presential         Duration: 02:00         Continuous assessment           3         Glving and asking for informa		contact, gestures and body language;			paragraphs, telephone role playing,
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or meeting, taking notes while listening Duration: 02:00       Continuous assessment Not Presential Duration: 02:00         3       Giving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00       Duration: 02:00         Professional writing: paragraph and its structure; text structure: introduction, body, conclusion Duration: 01:00       Writing a well structured paragr topic sentence and supporting sentences; ordering scrambled sentences to form a coherent p Presential Duration: 02:00         4       Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism       Continuous assessment Presential					
3       Duration: 02:00       Not Presential         3       Giving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00       Image: Comparison of the sector of					Continuous assessment
3       Biving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00       Duration: 02:00         4       Professional writing: paragraph and its structure; text structure: introduction, body, conclusion Duration: 01:00       Writing a well structured paragraph and its structure; text structure: introduction, body, conclusion Duration: 01:00         4       Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism       Continuous assessment					
Giving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00       Image: Constraint of Co					
presenting own point of view, hedging and professional politeness Duration: 01:00       Writing a well structured parage topic sentence and supporting sentences; ordering scrambled structure; text structure: introduction, body, conclusion Duration: 01:00         Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism       Professional writing cont.: cohesion and collaborative solutions to exert	3				
and professional politeness       Duration: 01:00       Writing a well structured parage         Professional writing: paragraph and its       structure; text structure: introduction,       Writing a well structured parage         body, conclusion       Duration: 01:00       sentences; ordering scrambled         Duration: 01:00       Sentences to form a coherent p         Professional writing cont.: cohesion and       Continuous assessment         coherence, linkers and hedging; in-text       Duration: 02:00         4       citations, bibliographical referencing,         plagiarism       Collaborative solutions to exert		Giving and asking for information,			
Duration: 01:00       Writing: paragraph and its         Professional writing: paragraph and its       Writing a well structured paragraph         structure; text structure: introduction,       body, conclusion         body, conclusion       Duration: 01:00         Professional writing cont.: cohesion and       Continuous assessment         Presential       Duration: 02:00         at citations, bibliographical referencing,       Collaborative solutions to exert		presenting own point of view, hedging			
Image: structure structure: introduction, body, conclusion       Professional writing cont.: cohesion and coherence, linkers and hedging; in-text       Image: structure structure structure introduction, body, conclusion       Writing a well structured parage topic sentence and supporting sentences; ordering scrambled sentences; ordering		and professional politeness			
structure; text structure: introduction,       topic sentence and supporting         body, conclusion       sentences; ordering scrambled         Duration: 01:00       sentences to form a coherent p         Professional writing cont.: cohesion and       Continuous assessment         Presential       Duration: 02:00         4       citations, bibliographical referencing,         plagiarism       Collaborative solutions to exert		Duration: 01:00			
structure; text structure: introduction, body, conclusion Duration: 01:00 Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism collaborative solutions to exer					
body, conclusion Duration: 01:00 Professional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism collaborative solutions to exer					
Duration: 01:00       sentences to form a coherent processional writing cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism       Continuous assessment Presential Duration: 02:00         4       Collaborative solutions to exert					
Professional writing cont.: cohesion and       Continuous assessment         Professional writing cont.: cohesion and       Presential         coherence, linkers and hedging; in-text       Duration: 02:00         4       citations, bibliographical referencing,         plagiarism       Collaborative solutions to exert					-
Professional writing cont.: cohesion and       Presential         coherence, linkers and hedging; in-text       Duration: 02:00         4       citations, bibliographical referencing,         plagiarism       Collaborative solutions to ever		Duration: 01:00			sentences to form a coherent paragraph
<ul> <li>coherence, linkers and hedging; in-text</li> <li>citations, bibliographical referencing,</li> <li>plagiarism</li> </ul>					
4 citations, bibliographical referencing, plagiarism Collaborative solutions to exer		-			
plagiarism Collaborative solutions to exer					Duration: 02:00
	4	citations, bibliographical referencing,			
Duration: 02:00 done in class, reciprocal revisi		plagiarism			Collaborative solutions to exercises
		Duration: 02:00			done in class, reciprocal revision and
correction					correction





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





		1	1
	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		
10	Abstract writing, key words selection, exercises en literal citation, paraphrasing or merely mentioning a bibliographical source Duration: 02:00		
	Test 2 covering all the topics and vocabulary developed in the weeks 6-11 Duration: 02:00		Test 2 covering all the topics and vocabulary developed in weeks 6-11 Continuous assessment
11	Preparing your visuals, contents, fonts size, images, copyright, accessibility Duration: 02:00		Presential Duration: 02:00
	Designing and preparing a conference poster or pentachart, clarity, conciseness, impact Duration: 02:00		Presentation visuals to be uploaded on Moodle Continuous assessment Not Presential
12	Oral presentations on technical subjects basic principles Duration: 02:00		Duration: 00:00
	Specific vocabulary, overview, signposting, contents, interaction with the public Duration: 02:00		Oral presentation delivered in pairs on a topic related to their specialty Continuous assessment Presential
13	Live presentations delivered in the classroom Duration: 02:00		Duration: 00:10
	Live presentations delivered in the classroom Duration: 02:00		Oral presentation delivered in pairs on a topic related to their specialty Continuous assessment
14	Live presentations delivered in the classroom Duration: 02:00		Presential Duration: 00:10 Oral presentation delivered in pairs on a topic related to their specialty
			Continuous assessment Presential Duration: 00:10





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





A 5/6 minutes presentation on a topic related to the student's specialty (20%). Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject.	Face-to-face	00:07	20%	5 / 10	CG06 CB04 CG01
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.	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	Туре	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



PR/CL/001 COORDINATION PROCESS OF LEARNING ACTIVITIES

ANX-PR/CL/001-01 Learning Guide



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.