



UNIVERSIDAD  
POLITÉCNICA  
DE MADRID

PROCESO DE  
COORDINACIÓN DE LAS  
ENSEÑANZAS PR/CL/001



E.T.S. de Ingeniería de  
Sistemas Informáticos

# ANX-PR/CL/001-01

## GUÍA DE APRENDIZAJE

### ASIGNATURA

**615000367 - English For Professional And Academic Communication**

### PLAN DE ESTUDIOS

61SI - Grado En Sistemas De Informacion

### CURSO ACADÉMICO Y SEMESTRE

2022/23 - Segundo semestre

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## 1. Datos descriptivos

### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	615000367 - English For Professional Anda Academic Communication
<b>No de créditos</b>	6 ECTS
<b>Carácter</b>	Obligatoria
<b>Curso</b>	Cuarto curso
<b>Semestre</b>	Séptimo semestre Octavo semestre
<b>Período de impartición</b>	Febrero-Junio
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	61SI - Grado en Sistemas de Informacion
<b>Centro responsable de la titulación</b>	61 - Escuela Tecnica Superior De Ingenieria De Sistemas Informaticos
<b>Curso académico</b>	2022-23

## 2. Profesorado

### 2.1. Profesorado implicado en la docencia

<b>Nombre</b>	<b>Despacho</b>	<b>Correo electrónico</b>	<b>Horario de tutorías *</b>
Jose Luis Llavona Arregui (Coordinador/a)	8205	joseluis.llavona@upm.es	Sin horario. Timetable will be established before the semester starts.
Francisca Lopez Hernandez	8204	francisca.lopez@upm.es	Sin horario. Timetable will be established before the semester starts.

Carola Maria Alvarez-Bolado Sanchez	8204	carola.alvarez-bolado@upm.es	Sin horario. Timetable will be established before the semester starts.
Arsenio Andrades Moreno	8205	a.andrades@upm.es	Sin horario. Timetable will be established before the semester starts.

\* Las horas de tutoría son orientativas y pueden sufrir modificaciones. Se deberá confirmar los horarios de tutorías con el profesorado.

### 3. Requisitos previos obligatorios

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#### 3.1. Asignaturas previas requeridas para cursar la asignatura

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#### 3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Grado En Sistemas De Informacion no tiene definidos requisitos para esta asignatura.

## 4. Conocimientos previos recomendados

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### 4.1. Asignaturas previas que se recomienda haber cursado

- Inglés Nivel Avanzado

### 4.2. Otros conocimientos previos recomendados para cursar la asignatura

- Certification of B2 level of English according to the Council of Europe's Common European Framework of Reference for Languages (CEFR)

## 5. Competencias y resultados de aprendizaje

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### 5.1. Competencias

CT13 - Comunicación en lengua inglesa: Ser capaz de comunicare en lengua inglesa en el ámbito profesional.

### 5.2. Resultados del aprendizaje

RA437 - The student is able to understand complex and abstract ideas

RA426 - The student is able to communicate fluently and accurately in written and oral English in both professional and academic environments

RA423 - The student is able to write specialized-content documents

RA425 - The student is able to collect information from different sources, i.e. lectures and bibliographic resources

RA424 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

## 6. Descripción de la asignatura y temario

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### 6.1. Descripción de la asignatura

The course is intended to deal with the different communicative situations both in professional and academic settings. It aims at practising and eventually getting a good command of written and oral communication skills in those environments. Authentic materials are used as a reference for the documents students will produce on their own throughout the course. At the end of this course, the students are able to understand and write different kinds of professional and academic documents, participate in meetings and prepare subject-content oral presentations.

### 6.2. Temario de la asignatura

#### 1. TERMINOLOGY FOR ITs AND ACADEMIC DISCOURSE

1.1. Terminology and Lexicology

1.2. Specialized Discourse

#### 2. PROFESSIONAL WRITING: GENERAL FEATURES

2.1. Types of Professional Written Documents

2.2. The Paragraph: Basic Structure

2.3. Connectors: Discourse Organization

#### 3. PROFESSIONAL DOCUMENTS: LETTERS, EMAILS, TECHNICAL REPORTS, MEMOS AND OTHER DOCUMENTS

3.1. Emails: Types and Content

3.2. Letters: Types and Content

3.3. The Technical Report: Purpose, Sections and Content

#### 4. ACADEMIC WRITING: GENERAL FEATURES

4.1. Academic Genres

4.2. The IMRD Structure

## 5. ACADEMIC DOCUMENTS: ABSTRACTS, RESEARCH ARTICLES, DIPLOMA/MASTER PROJECTS

### 5.1. The Abstract

### 5.2. The Research Article (Papers)

## 6. ORAL PROFESSIONAL COMMUNICATION

### 6.1. Features of Oral English: Register, Tone and Rhythm

### 6.2. Non-Verbal Language: Body Language

## 7. ORAL PRESENTATIONS: ACTORS, CONTEXT, LANGUAGE

### 7.1. Structure and Design of Oral Presentations

### 7.2. Multimedia Support for Oral Presentations

### 7.3. Rehearsal

## 8. COMMUNICATIVE FUNCTIONS IN A PROFESSIONAL SETTING

### 8.1. Negotiating

### 8.2. Agreeing and Disagreeing

### 8.3. Chairing a Meeting

## 7. Cronograma

### 7.1. Cronograma de la asignatura \*

Sem	Actividad presencial en aula	Actividad presencial en laboratorio	Tele-enseñanza	Actividades de evaluación
1		<p><b>IT Terminology: general features and technical words in context</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Identification of technical words in authentic material : listing of words and their translation</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		
2		<p><b>Descriptions of defining features of professional documents: genres</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Paragraph writing: topic sentence and structure</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		
3		<p><b>Analysis of professional discourse: tone, language and register</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Generating ideas</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		
4		<p><b>Analysis of professional writing: emails, memos and cover letters</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Writing different kinds of emails according to purpose</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		



5		<p><b>Using connectors as cohesive devices</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Analysis of professional discourse. Introduction to academic writing</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		
6		<p><b>Academic writing: structure and types. Abstracts, papers, critical reviews and technical reports</b> Duración: 03:40 AC: Actividad del tipo Acciones Cooperativas</p>		
7		<p><b>Analysis of the structure of oral communication: language and genres</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Analysis of authentic presentations in professional contexts: structure, vocabulary and body language</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		
8		<p><b>Oral communication skills (conti.): conventional language structures, presentations and body language</b> Duración: 03:40 AC: Actividad del tipo Acciones Cooperativas</p>		<p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 01:50</p> <p><b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 01:50</p>
9		<p><b>Oral communication skills in a professional setting: "elevator pitch", job interviews</b> Duración: 03:40 AC: Actividad del tipo Acciones Cooperativas</p>		<p><b>Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons</b> OT: Otras técnicas evaluativas Evaluación continua Presencial Duración: 00:00</p>
10		<p><b>Oral communication skills: identifying roles and responsibilities in professional settings</b> Duración: 04:00 AC: Actividad del tipo Acciones Cooperativas</p>		<p><b>Submission of a Technical Report</b> TI: Técnica del tipo Trabajo Individual Evaluación continua No presencial Duración: 04:00</p> <p><b>Submission of a Technical Report</b> TI: Técnica del tipo Trabajo Individual Evaluación sólo prueba final No presencial Duración: 03:40</p>

11		<p><b>Job meetings: general features and planning. Language structures and vocabulary</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Practising job meetings: note taking, minutes and agenda</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		<p><b>Role playing of professional activities, i.e. meetings, job interviews, negotiations</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua Presencial Duración: 03:40</p>
12		<p><b>Meetings: chairing a meeting</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Practising negotiating and networking</b> Duración: 01:50 AC: Actividad del tipo Acciones Cooperativas</p>		<p><b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 01:50</p>
13		<p><b>Oral Presentations: rehearsal of Technical Report</b> Duración: 03:40 AC: Actividad del tipo Acciones Cooperativas</p>		
14				<p><b>Oral Presentation of the Technical Report</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua Presencial Duración: 01:50</p> <p><b>Oral Presentation of the Technical Report. Students either in a Final Assessment process or those in a Re-sit Exam should present their Technical Report prior to the written Exam</b> TG: Técnica del tipo Trabajo en Grupo Evaluación sólo prueba final Presencial Duración: 01:50</p>
15				<p><b>Role playing of professional activities, i.e. meetings, job interviews, negotiations. Students either in a Final Assessment process or those in a Re-sit Exam are to be called for these activities prior to the written Final Exam</b> TG: Técnica del tipo Trabajo en Grupo Evaluación sólo prueba final Presencial Duración: 01:50</p>
16				
17				<p><b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 01:50</p>

Para el cálculo de los valores totales, se estima que por cada crédito ECTS el alumno dedicará dependiendo del

plan de estudios, entre 26 y 27 horas de trabajo presencial y no presencial.

\* El cronograma sigue una planificación teórica de la asignatura y puede sufrir modificaciones durante el curso derivadas de la situación creada por la COVID-19.

## 8. Actividades y criterios de evaluación

### 8.1. Actividades de evaluación de la asignatura

#### 8.1.1. Evaluación continua

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	EX: Técnica del tipo Examen Escrito	Presencial	01:50	20%	4 / 10	CT13
9	Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons	OT: Otras técnicas evaluativas	Presencial	00:00	10%	4 / 10	CT13
10	Submission of a Technical Report	TI: Técnica del tipo Trabajo Individual	No Presencial	04:00	10%	4 / 10	CT13
11	Role playing of professional activities, i.e. meetings, job interviews, negotiations	TG: Técnica del tipo Trabajo en Grupo	Presencial	03:40	20%	4 / 10	CT13
12	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	EX: Técnica del tipo Examen Escrito	Presencial	01:50	30%	4 / 10	CT13
14	Oral Presentation of the Technical Report	TG: Técnica del tipo Trabajo en Grupo	Presencial	01:50	10%	4 / 10	CT13

#### 8.1.2. Evaluación sólo prueba final

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	EX: Técnica del tipo Examen Escrito	Presencial	01:50	20%	4 / 10	CT13

10	Submission of a Technical Report	TI: Técnica del tipo Trabajo Individual	No Presencial	03:40	10%	4 / 10	CT13
14	Oral Presentation of the Technical Report. Students either in a Final Assessment process or those in a Re-sit Exam should present their Technical Report prior to the written Exam	TG: Técnica del tipo Trabajo en Grupo	Presencial	01:50	10%	4 / 10	CT13
15	Role playing of professional activities, i.e. meetings, job interviews, negotiations. Students either in a Final Assessment process or those in a Re-sit Exam are to be called for these activities prior to the written Final Exam	TG: Técnica del tipo Trabajo en Grupo	Presencial	01:50	20%	4 / 10	CT13
17	FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension	EX: Técnica del tipo Examen Escrito	Presencial	01:50	40%	4 / 10	CT13

### 8.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
EXAM : 1. Submission of a Technical Report 15 days before the date scheduled. 2. Oral skills. Students are to be called for these activities prior to the written exam. 3. Written exam to test writing and listening comprehension skills	EX: Técnica del tipo Examen Escrito	Presencial	04:00	100%	4 / 10	CT13

## 8.2. Criterios de evaluación

### A.- CONTINUOUS ASSESSMENT CRITERIA:

EXAMINATIONS AND CLASSROOM ACTIVITIES	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment - (RA423, RA424, RA426, RA437). 20%	3. Writing a Technical Report - (RA423, RA424, RA425, RA426, RA437).10%
2. Classroom activities: writing task and role-plays, i.e. job interviews, meetings, negotiations, networking, etc.. in academic and professional settings - (RA423, RA424, RA425, RA426, RA437). 30%	
4. Classroom activity: oral presentation of Technical Report - (RA426). 10%	
5. Final exam of written production and oral comprehension - (RA423, RA424, RA426, RA437). 30%	

**NOTE: Lessons will be either online or in-contact depending on the evolution of the Covid-19 pandemic.**

**Regular attendance (35% minimum) is mandatory for students in a Continuous Assessment Process.**

### B.- FINAL EXAM CRITERIA

EXAMINATIONS	NON-CONTACT ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries, and critical assessment - (RA423, RA424, RA426, RA437). 20%	2. Writing a Technical Report - (RA423, RA424, RA425, RA426, RA437).10%
3. Oral presentation of Technical Report - (RA426). 10%	
4. Role-plays, i.e. job interviews, meetings, negotiations,	

networking, etc... in academic and professional settings - (RA425, RA426). 20%	
5. Final exam of written production and oral comprehension - (RA423, RA424, RA426, RA437). 40%	

**NOTE:** Those students who apply for final assessment - "Solo Prueba Final"- should take the Mid-term exam scheduled for the 8th week as well as submit their Technical Report 15 days before the written exam and are to be called for oral presentation of the Technical Report and the role-plays before the final exam.

**Students are reminded to apply for "Solo Prueba Final" before the last day of the first month once the semester starts. Otherwise, they will not be allowed to sit for the exam.**

C.- RE-SIT CRITERIA:

EXAMINATIONS	NON-CONTACT ACTIVITY
2. <b>Prior to the written exam</b> , students are to be called for the <b>oral skills exam</b> , i.e. oral presentation of Technical Report and role-plays - (RA425, RA426). 50%	1. Writing a Technical Report - (RA423, RA424, RA425, RA426, RA437). 10%
3. Written exam to test writing and listening comprehension skills - (RA423, RA424, RA426, RA437). 40%	

**NOTE:** Those students who have submitted the Technical Report and passed the oral skills exam either in the Continuous Assessment process or Final Exam, should only sit for the written exam. If not, they should submit their Technical Report 15 days before the written exam and be called for oral presentations and role-plays.

## 9. Recursos didácticos

### 9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
Bombardó, C.; Aguilar, M.; Barahona, C. (2007): "Technical Writing. A Guide for Effective Communication". Barcelona, Ediciones UPC	Bibliografía	Textbook for professional and academic writing
Downer, C. (2013); "Job Hunting". Cambridge. Cambridge University Press	Bibliografía	Textbook for writing CVs and dealing with job interviews
Dochao Moreno, L. y Llavona Arregui, J.L. (2002); "Manual de Correspondencia Comercial y Profesional en Inglés Orientada a Alumnos de Inglés para Entornos de Ingeniería"	Bibliografía	Textbook for professional writing
Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing	Bibliografía	Textbook for negotiation
Taylor, S. (2004); "Model Business Letters, E-mails and Other Business Documents". London: Pearson Education Limited	Bibliografía	Textbook for negotiations
Thompson, K. (2007); "English for Meetings". Oxford: Oxford University Press	Bibliografía	Textbook for meetings
Godwin, J., Strutt, L. (2008); "Test Your Business Vocabulary in Use. Advanced". Cambridge: Cambridge University Press	Bibliografía	Textbook for business vocabulary



<a href="https://moodle.upm.es/titulaciones/oficiales">https://moodle.upm.es/titulaciones/oficiales</a>	Recursos web	Moodle of the Universidad Politécnica of Madrid (SPAIN)
Purdue Online Writing Lab	Recursos web	Online Writing Lab of Purdue University, Indiana (USA)

## 10. Otra información

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### 10.1. Otra información sobre la asignatura