



INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingenieros Navales

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**85003511 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

08NV - Grado En Arquitectura Naval

### ACADEMIC YEAR & SEMESTER

2023/24 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	85003511 - English For Professional And Academic Communication
<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>	08NV - Grado en Arquitectura Naval
<b>Centre</b>	08 - Escuela Tecnica Superior De Ingenieros Navales
<b>Academic year</b>	2023-24

## 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>
Samira Allani Allani	75	samira.allani@upm.es	Sin horario.
Silvia Molina Plaza (Subject coordinator)	75	silvia.molina@upm.es	Sin horario.

\* 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. Prior knowledge recommended to take the subject

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#### 4.1. Recommended (passed) subjects

The subject - recommended (passed), are not defined.

#### 4.2. Other recommended learning outcomes

- El alumno precisa un nivel B.2 reconocido para cursar la asignatura obligatoria de Inglés Académico y Profesional.

### 5. Skills and learning outcomes \*

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#### 5.1. Skills to be learned

CB3 - Que los estudiantes tengan la capacidad de reunir e interpretar datos relevantes (normalmente dentro de su área de estudio) para emitir juicios que incluyan una reflexión sobre temas relevantes de índole social, científica o ética

CB4 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

CB5 - Que los estudiantes hayan desarrollado aquellas habilidades de aprendizaje necesarias para emprender estudios posteriores con un alto grado de autonomía

CG9 - Capacidad para trabajar en un entorno multilingüe y multidisciplinar

CT UPM 1 - Uso de la lengua inglesa

## 5.2. Learning outcomes

RA91 - manejar con soltura la lengua inglesa de forma oral y escrita

\* 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

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### 6.1. Brief description of the subject

1. Getting Started: Grammar Review: tenses, modals and semi-modals, gerunds, nouns as captions, conditional clauses, etc.
2. Structuring your e-mail message. Main points and supporting point. Tips for successful e-mails. Rewriting inappropriate e-mails.
3. Innovations: talking about accidental discoveries and inventions. Describing methods and procedures
4. Design: Spin-offs and Specifications
5. Ship Handling ( I & 2): Parts of a ship, places and positions in ships/ words of rank and on-board, etc.
6. Career building ( I and 2): Writing a job application, writing a cover letter , Maritime and Oceans Professionals .
7. Systems ( I & II ) : Product recall notice.
8. Procedures ( I and II)
9. Reports and Data.
10. Planning and Giving an Oral Presentation.

## 11. The Oral Presentation Project

### 6.2. Syllabus

#### 1. GETTING STARTED

- 1.1. Grammar Review: tenses, modals and semi-modals, gerunds, nouns as captions, conditional clauses, etc.
2. Structuring your e-mail message. Main points and supporting point. Tips for successful e-mails. Rewriting inappropriate e-mails.
3. Innovations: Talking about accidental discoveries and inventions. Describing methods and procedures
4. Design: Spin-offs and Specifications
5. Ship Handling ( 1 & 2): Parts of a ship, places and positions in ships/ words of rank and on-board, etc.
6. Career building ( I and 2): Writing a job application, writing a cover letter , Maritime and Oceans Professionals
7. Systems ( I & II ) : Product recall notice.
8. Procedures ( I and II): Overhaul: Instructions and practical demonstration: action and repair procedures. Summarizing skills: phrases and synonyms Speaking: instructions to explain a repair procedure. How-to speech.
9. Reports and Data: Identifying types of visual data: bar charts, flow charts, etc. Interpreting visual data and relating them to relevant sources. Case study: The Global Marine Trends 2030 report. (reading and discussion)
10. Planning and Giving an Oral Presentation: Planning a presentation: outlining, using visuals, delivering effectively. Speaking: visual data description and commentary (team presentations based on the Global Marine Trends 2030 report).
11. The Oral Presentation Project: Researching data and planning the presentation delivery and evaluations

## 7. Schedule

### 7.1. Subject schedule\*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1			<p>Characteristics of written communication in professional and academic settings Duration: 01:00</p> <p>(Past Continuous and past simple revisited / Speaking: Practising Question Forms Duration: 01:00</p> <p>Estudio y ejercicios. Análisis de una selección de textos técnicos, según lo explicado en clase. Entrega de ejercicios propuestos a través de Moodle. Duration: 01:00</p>	<p>Active participation in class+ regular attendance</p> <p>Continuous assessment Presential Duration: 01:00</p>
2			<p>Emails. Innovations I y II Duration: 01:00</p> <p>Estudio y ejercicios. Análisis de una selección de textos técnicos, según lo explicado en clase. Resolución y entrega de ejercicios propuestos a través de Moodle Duration: 01:00</p>	<p>Active participation in class+ regular attendance</p> <p>Continuous assessment Presential Duration: 01:00</p>
3			<p>Design: Spin offs. Duration: 01:00</p> <p>Estudio y ejercicios. Talking about technology developed originally for use in space. Developing Vocabulary on matter and materials and their properties Duration: 01:00</p>	<p>actividades de clase</p> <p>Continuous assessment Presential Duration: 03:00</p> <p>Active participation in class+ regular attendance</p> <p>Continuous assessment Presential Duration: 01:00</p>
4			<p>Design: Specifications. Product/ Watercraft specifications Duration: 01:00</p> <p>Estudio y asignación de tareas. Entrega de las tareas de redacción establecidas, a través de Moodle (4 horas) Tutoría on line. Duration: 01:00</p>	<p>Active participation in class+ regular attendance</p> <p>Continuous assessment Presential Duration: 01:00</p>

5			<p><b>Ship Handling 1. Parts of a ship, places and position in ship /words of rank and on-board- General and specific descriptions of watercraft types</b> Duration: 01:00</p> <p><b>Estudio y ejercicios. Estudio y realización de tareas de redacción. Entrega de ejercicios propuestos a través de Moodle (4 horas) Preparación de los trabajos que se van a entregar</b> Duration: 01:00</p>	<p><b>Active participation in class+ regular attendance</b></p> <p>Continuous assessment Presential Duration: 01:00</p>
6			<p><b>Ship Handling II. People on board. Describing the duties and tasks.</b> Duration: 01:00</p> <p><b>Estudio y ejercicios. Estudio y realización de tareas de redacción. Entrega de ejercicios propuestos a través de Moodle. (6 horas)</b> Duration: 01:00</p>	<p><b>Active participation in class+ regular attendance</b></p> <p>Continuous assessment Presential Duration: 01:00</p>
7			<p><b>Career building I : identifying job skills and qualifications for Naval Architecture and Engineering Students/ Career networking</b> Duration: 01:00</p>	<p><b>Active participation in class+ regular attendance</b></p> <p>Continuous assessment Presential Duration: 01:00</p>
8			<p><b>Career building II: Writing a Job applications, the cover letter and a cv</b> Duration: 01:00</p> <p><b>Estudio y ejercicios. Análisis de diferentes abstracts y summaries entrega de ejercicios propuestos a través de Moodle/correo electrónico. (8 horas)</b> Duration: 01:00</p> <p><b>Estudio y ejercicios. Estudio y realización de tareas de redacción de los tipos textos explicados en clase esta semana. Entrega de ejercicios propuestos a través de Moodle (6 horas)</b> Duration: 01:00</p>	<p><b>Active participation in class+ regular attendance</b></p> <p>Continuous assessment Presential Duration: 01:00</p>
9			<p><b>Systems I: Product recall notice/ summarizing weaknesses in engineer/ system activity</b> Duration: 01:00</p> <p><b>Estudio y ejercicios. Redacción de una introducción de un tema y de las conclusiones. Realización de las tareas propias de la fase de post-edición y entrega de ejercicios propuestos a través</b></p>	<p><b>actividades en el aula</b></p> <p>Continuous assessment Presential Duration: 02:00</p> <p><b>Active participation in class+ regular attendance</b></p> <p>Continuous assessment Presential</p>



			de Moodle (4 horas) Duration: 01:00	Duration: 01:00
10			Systems II: Identifying problems and suggesting solutions/ Problem- solutions text Duration: 01:30  Estudio y ejercicios. Visionado de presentaciones orales y entrega de los ejercicios propuestos a través de Moodle/correo electrónico Duration: 05:00	examen escrito Continuous assessment Presential Duration: 03:00  Active participation in class+ regular attendance Continuous assessment Presential Duration: 01:00
11			Estudio y ejercicios. Visionado de presentaciones orales, práctica de la comprensión oral (aula) y entrega de los ejercicios propuestos a través de Moodle/correo electrónico. (4 horas) Duration: 02:00	
12			Reports and data Duration: 02:00	
13			Estudio y ejercicios. Preparación de la presentación oral basada en el proyecto redactado individualmente (8 horas) Duration: 02:00	
14			Planning and giving an oral presentation Duration: 02:00	
15			Preparación de proyecto final y prueba oral: Presentación (the art of speaking) y asistencia participativa (the art of listening) con comprensión oral Duration: 02:00  The oral presentation project Exámenes sobre los contenidos del curso Duration: 03:00	presentación individual de un tema Continuous assessment Presential Duration: 01:00
16				examen final Final examination Presential Duration: 03:00
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. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
2	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
3	actividades de clase		Face-to-face	03:00	20%	5 / 10	CB3 CB4
3	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
4	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
5	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
6	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
7	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
8	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
9	actividades en el aula		Face-to-face	02:00	10%	5 / 10	CB3 CB4
9	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	
10	examen escrito		Face-to-face	03:00	30%	5 / 10	CB3 CB4 CB5 CG9 CT UPM 1
10	Active participation in class+ regular attendance		Face-to-face	01:00	1%	5 / 10	CB3 CB4 CB5 CG9 CT UPM 1

15	presentación individual de un tema		Face-to-face	01:00	30%	5 / 10	CB3 CB4 CB5 CG9 CT UPM 1
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### 8.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	examen final		Face-to-face	03:00	100%	5 / 10	CB3 CB4 CB5 CG9 CT UPM 1

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

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Written test+ Oral presentation+ Technical report		Face-to-face	03:00	90%	5 / 10	CB3 CB4 CB5 CG9 CT UPM 1

## 8.2. Assessment criteria

Continuous evaluation is now called progressive evaluation (evaluación progresiva o distribuida)

Oral presentations may be recorded or will be evaluated by two teachers.

The final exam has a written test (2 hours and 45 minutes ) and an oral presentation (15 minutes per person), both in June and July (Convocatorias ordinaria y extraordinaria)+ a technical report (2,000 words excluding references).

Students are not allowed to read during oral presentations.

## 9. Teaching resources

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### 9.1. Teaching resources for the subject

Name	Type	Notes
REFERENCES	Bibliography	Effective Presentations  COMFORT, J. Editorial OUP, 1995   
REFERENCES 2	Bibliography	Technical English 4. SB, David Bonamy. Pearson Longman2011 
REF 3	Bibliography	- Extended writing and research skills (English for Academic Study). Garnet Education. 2009
ENGINEERING	Web resource	BURLINGTON PLATFORM
marEngine English Underway	Bibliography	Wieslawa Buczkowska, Dokmar Maritime Publishers 2014
Use of English for Maritime Students	Bibliography	Author: M. Herrera, Publisher: Círculo Rojo, 2014.

## 10. Other information

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### 10.1. Other information about the subject

The subject requirement of a project report and oral presentation allows students to apply Sustainable Development Objectives (SDO) strategies learnt in other subjects. More specifically, the SDO involved are

numbers (according to the list specified on <https://www.un.org/sustainabledevelopment/es/objetivos-de-desarrollo-sostenible/>): 6, 7, 8, v 9, 11, 12, 13 and 14.

**Important notice:** according to UPM norms, students with a B1 level must remember this warning :

"Para poder matricularse en esta asignatura, el estudiante deberá acreditar previamente el nivel B1 del Common European Framework of Reference for Languages establecido por el Consejo de Europa o similar en lengua inglesa.

d) Para poder superar la asignatura, el o la estudiante deberá acreditar el nivel B2 con una antelación de, al menos, cinco días hábiles previos al examen de la convocatoria ordinaria o extraordinaria, según corresponda. En caso de no hacerlo, el estudiante podrá alcanzar una calificación máxima de 4.0 en la convocatoria ordinaria, y será calificado como No Presentado en la convocatoria extraordinaria. Este requisito deberá incluirse en los criterios de la calificación de la Guía de Aprendizaje de la asignatura".

It is important that students spend time at home improving different skills (listening, writing, etc.) to enhance their communicative competence.

You can improve your writing by understanding model texts and how they're structured.

Here's what many people do to improve their listening:

1. Watch a few movies in English every week.
2. listen to something in English 3-5 times a week.
3. Listen to English for 15 minutes per day.