



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingenieros de  
Telecomunicacion

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**95000512 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

09ID - Grado En Ingenieria Y Sistemas De Datos

### 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>	95000512 - English For Professional And Academic Communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Second year
<b>Semester of tuition</b>	Semester 3
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	09ID - Grado en Ingenieria y Sistemas de Datos
<b>Centre</b>	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
<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>
Maria De La Nava Maroto Garcia (Subject coordinator)	A-102	mariadelanava.maroto@upm .es	Sin horario. To be confirmed. Contact the teacher at mariadelanava.m aroto@upm.es to fix a date.

\* 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

- In order to enrol for this course students are 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 exam.

## 5. Skills and learning outcomes \*

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### 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

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

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.

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

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

\* 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

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 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
  - 1.1. Video CV
  - 1.2. Body language
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
  - 2.4. Giving your own point of view
  - 2.5. Videoconferencing
3. Developing an academic or professional text
  - 3.1. Paragraph structure
  - 3.2. Cohesion and coherence: linkers and hedging
  - 3.3. E-mail writing
  - 3.4. Definitions and classifications; Physical and process descriptions
4. Presenting a project proposal: long abstract, oral presentation, poster or pentachart...
  - 4.1. Long abstract, keywords, referencing
  - 4.2. Oral presentation
  - 4.3. Poster or pentachart
  - 4.4. SDGs to be considered during the project
5. Applying for a position (academic or professional)
  - 5.1. Interviews
  - 5.2. Letter of motivation / Covering letter

## 7. Schedule

### 7.1. Subject schedule\*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1	<p>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 Cooperative activities</p>			<p>Interactive workshops completed during the whole semester. These include, among others, video CV presentation, job interview, e-mail writing, short writings, debates, in class mini-tests, listening quizzes... Individual work Continuous assessment Presential Duration: 10:00</p>
2	<p>On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duration: 02:00 Problem-solving class</p> <p>Role playing on the phone: receiving and taking calls, spelling names, writing down numbers, taking messages Duration: 02:00 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Continuous assessment Presential Duration: 02:00</p>
3	<p>Searching for specific information; preparing info for a debate or meeting, taking notes while listening Duration: 02:00 Problem-solving class</p> <p>Giving and asking for opinion; taking turns in a debate; preparing and participating in a videoconference Duration: 02:00 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Continuous assessment Presential Duration: 02:00</p> <p>Taking notes from a recorded live presentation (TED talk) Online test Continuous assessment Not Presential Duration: 02:00</p>
4	<p>Professional writing: paragraph and its structure; text structure: introduction, body conclusion Duration: 01:00 Lecture</p> <p>Professional writing: Cohesion and coherence. Linkers and hedging. Duration: 02:00 Lecture</p>			<p>Each student will present their video CV in class. Individual work Continuous assessment Presential Duration: 02:00</p> <p>Writing a well-structured paragraph, topic and supporting sentences. Group presentation Continuous assessment Presential Duration: 02:00</p>



5	<p><b>Synchronous and asynchronous online job interview; risky questions, most valued soft skills</b> Duration: 02:00 Problem-solving class</p> <p><b>Cover letter: formal and informal style, British and American conventions contrasted with the Spanish usage.</b> Duration: 02:00 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Continuous assessment Presential Duration: 02:00</p> <p><b>Recorded 5-8 minute job interview, work in pairs</b> Group work Continuous assessment Presential Duration: 02:00</p>
6	<p><b>Professional communication: E-mail writing; soft skills, weaknesses presented within the STAR frame; Reading: skimming and scanning techniques; Making notes based on a written text</b> Duration: 04:00 Lecture</p> <p><b>Technical and scientific definitions, classifications. Physical and process description, providing specific information with professional terminology</b> Duration: 02:00 Lecture</p> <p><b>Paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions</b> Duration: 02:00 Lecture</p>			<p><b>E-mail writing activities carried out in class.</b> Group work Continuous assessment Presential Duration: 02:00</p>
7	<p><b>Introduction to formal writing: technical writing and its features. Text and paragraph structure: introduction, body, conclusions</b> Duration: 02:00 Lecture</p> <p><b>Describing and defining devices and processes, detailed description of their position and movement</b> Duration: 02:00 Cooperative activities</p>			<p><b>Definition and physical and process description exercises.</b> Group work Continuous assessment Not Presential Duration: 02:00</p> <p><b>Cover letter to be prepared as a response to a real job offer</b> Individual work Continuous assessment Not Presential Duration: 02:00</p>
8	<p><b>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading</b> Duration: 02:00 Lecture</p> <p><b>Analysis of the structure, ordering of scrambled sentences into a logical paragraph</b> Duration: 02:00 Cooperative activities</p>			

9	<p><b>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology</b> Duration: 02:00 Cooperative activities</p> <p><b>Scientific and academic writing styles: abstract, key words, affiliation.</b> Duration: 02:00 Lecture</p>			<p><b>Writing workshop: Abstract writing, keyword selection, paraphrasing</b> Group work Continuous assessment Presential Duration: 02:00</p>
10	<p><b>Oral presentation based on the previously presented proposal</b> Duration: 02:00 Cooperative activities</p> <p><b>Preparing your visuals, contents, fonts size, images, copyright, accessibility</b> Duration: 02:00 Cooperative activities</p>			<p><b>Long abstract related to sustainability issues in form of a proposal for a presentation</b> Group work Continuous assessment Not Presential Duration: 02:00</p>
11	<p><b>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact</b> Duration: 04:00 Cooperative activities</p>			
12	<p><b>Videoconferencing and seminars</b> Duration: 04:00 Problem-solving class</p>			
13	<p><b>Live presentations delivered in the classroom</b> Duration: 02:00 Cooperative activities</p>			<p><b>Oral presentation delivered in groups on a topic related to their specialty</b> Group presentation Continuous assessment Presential Duration: 02:00</p>
14	<p><b>Live presentations delivered in the classroom</b> Duration: 02:00 Cooperative activities</p>			<p><b>Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing</b> Individual work Continuous assessment Presential Duration: 02:00</p>
15				
16				
17				<p><b>Global exam including all the contents of the course, grammar, use of English, vocabulary, reading, listening and writing.</b> Written test Final examination Not Presential Duration: 02:00</p> <p><b>Oral presentation</b> Individual work Final examination Presential Duration: 00:15</p> <p><b>Long abstract related to sustainability issues in form of a project proposal.</b> Individual work Final examination</p>

				Presential Duration: 02:00
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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	Interactive workshops completed during the whole semester. These include, among others, video CV presentation, job interview, e-mail writing, short writings, debates, in class mini-tests, listening quizzes...	Individual work	Face-to-face	10:00	30%	5 / 10	CB04 CG01 CG06
2	Each student will present their video CV in class.	Individual work	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
3	Each student will present their video CV in class.	Individual work	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
3	Taking notes from a recorded live presentation (TED talk)	Online test	No Presential	02:00	%	/ 10	CB04
4	Each student will present their video CV in class.	Individual work	Face-to-face	02:00	%	/ 10	
4	Writing a well-structured paragraph, topic and supporting sentences.	Group presentation	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
5	Each student will present their video CV in class.	Individual work	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
5	Recorded 5-8 minute job interview, work in pairs	Group work	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
6	E-mail writing activities carried out in class.	Group work	Face-to-face	02:00	%	/ 10	CG01 CG06 CB04
7	Definition and physical and process description exercises.	Group work	No Presential	02:00	%	/ 10	CG01 CG06 CB04
7	Cover letter to be prepared as a response to a real job offer	Individual work	No Presential	02:00	%	/ 10	CG06 CB04

9	Writing workshop: Abstract writing, keyword selection, paraphrasing	Group work	Face-to-face	02:00	%	/ 10	CB04 CG01 CG06
10	Long abstract related to sustainability issues in form of a proposal for a presentation	Group work	No Presential	02:00	15%	5 / 10	CG01 CG06 CB04
13	Oral presentation delivered in groups on a topic related to their specialty	Group presentation	Face-to-face	02:00	15%	5 / 10	CG01 CG06 CB04
14	Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing	Individual work	Face-to-face	02:00	40%	5 / 10	CG01 CB04

### 8.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Global exam including all the contents of the course, grammar, use of English, vocabulary, reading, listening and writing.	Written test	No Presential	02:00	40%	5 / 10	CG01 CB04
17	Oral presentation	Individual work	Face-to-face	00:15	15%	5 / 10	CG01 CG06 CB04
17	Long abstract related to sustainability issues in form of a project proposal.	Individual work	Face-to-face	02:00	15%	5 / 10	

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

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Written exam that includes all the contents of the course: tests of grammar, use of the language, listening and writing (40%). A 5/6-minute oral presentation on a topic related to their specialty (15%): Written project proposal (15%).	Written test	Face-to-face	02:30	40%	5 / 10	CG01 CG06 CB04
Long abstract related to sustainability in form of a project proposal.	Group work	Face-to-face	00:00	15%	5 / 10	CG01 CG06 CB04

Oral presentation	Group presentation	Face-to-face	00:10	15%	5 / 10	CG06 CB04 CG01
Interview with the examiners.	Problem-solving test	Face-to-face	00:10	10%	5 / 10	CB04 CG01 CG06

## 8.2. Assessment criteria

### Progressive assessment:

1. **In-class participation in face-to-face activities (30%):** Students will have to take part actively in these individual and group activities along the semester. A global individual mark will be provided bearing in mind the student's participation in live sessions. These activities are compulsory and non-recoverable at the end of the semester. They will follow a workshop structure and include, among others: debates, mini-tests based on listening or reading activities, video CV presentation, job interviews. The accomplishment of these activities requires regular class attendance.

2. **Group tasks (30%):** Students will have to complete one written (e.g. project proposal) and one oral (oral presentation) group task. These tasks are recoverable at the end of the semester. They must be submitted one week before the global exam in order to be assessed by the teacher.

3. **Written test (40%):** Listening, reading, use of English and writing test covering all the aspects worked in class. All the parts must be separately passed, A fail in one of the exam parts implies failing the whole written test.

**IMPORTANT NOTE:** Students without a B2 level certificate will be assessed with a FAIL (4/10) in the progressive assessment tasks until they provide the valid B2 level certificate required in order to pass the course. Once they provide a valid B2 level certificate, their tasks will be re-assessed with the corresponding mark.

The group tasks and the written tests must be **PASSED** separately to **PASS** the subject. Besides, the scores obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a **FAIL** in the subject.

**Global assessment:**

- A **written test** that includes all the contents of the course (40%): Listening, reading, use of English and writing test covering all the aspects worked during the course. A fail in one of the exam parts implies retaking the full exam again in the extraordinary call.

- **Written project proposal** (15%)

- **5/6-minute presentation** of the project proposal (15%)

Each part must be **PASSED** to **PASS** the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a **NOT PASS** in the subject.

**All the tasks and the written tests must be PASSED separately to PASS the subject. Besides, the scores**

obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a FAIL in the subject.

#### Extraordinary call:

- A **written test** that includes all the contents of the course: Listening, reading, use of English and writing test covering all the aspects worked during the course (60%)
- **Written project proposal** (15%)
- **5/6-minute presentation of the project proposal** (15%)
- **Interview with the examiners** where students (in pairs) will be required to answer questions and simulate different situations suggested by the examiners (10%)

All the tasks and the written tests must be PASSED separately to PASS the subject. Besides, the scores obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a FAIL in the subject.

The assessment will check whether students have acquired the competences of the subject. Therefore, the assessment in the extraordinary call will use the same types of assessment techniques that are used in the assessment of the ordinary call (EX, ET, TG, etc.)."



## **IMPORTANT NOTES FOR APPLICATION TO PROGRESSIVE AND GLOBAL ASSESSMENT (both in ORDINARY AND EXTRAORDINARY CALLS):**

- Students who enrol with a B1 level certificate must certify a B2 level of ENGLISH 5 working days prior to the global exam; otherwise, they will be not allowed to do the written test . Besides, they will be assessed with a FAIL (4/10) in the progressive assessment tasks until they provide the valid B2 level certificate required in order to pass the course. Once they provide a valid B2 level certificate, their tasks will be re-assessed with the corresponding mark.
- The tasks as well as some exercises in the written test are based on open-ended questions and a model answer will not be provided.
- The global assessment is scored 70% as the other 30% corresponds to in-class interactive participation in face to face activities. This part of the mark is non-recoverable because, in order to assess the ability to communicate and the soft skills associated to this course, class attendance is deemed essential. In-class activities have a workshop structure, which guarantees that students actually write their own texts and prepare their own discourses.
- The use of Internet and electronic sources during the ordinary and extraordinary exam is forbidden and this will imply a FAIL in the subject.
- 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".
- Any assessment or submission made may require further oral assessment by the teacher to validate that it has been done by the student on their own, and not by an AI system.

## 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	<a href="https://www.bbc.co.uk/learningenglish/">https://www.bbc.co.uk/learningenglish/</a>
Wired Magazine	Web resource	<a href="https://www.wired.com/">https://www.wired.com/</a>
Academic Phrasebank	Web resource	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>
Purdue Online Writing Lab	Web resource	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>
TED Talks	Web resource	<a href="https://www.ted.com/talks">https://www.ted.com/talks</a>

## 10. Other information

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### 10.1. Other information about the subject

**Accredited B2 level in English according to the Common European Framework of Reference for Languages is a MANDATORY REQUIREMENT** to pass this course. Students are allowed to enrol in case they possess a B1 level certification, but they need to acquire an official B2 level during the semester and provide an official certificate up to 5 days before the global exam. This applies to progressive assessment as well as ordinary and extraordinary calls

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 encouraged to use their **corporate e-mail address** (@alumnos.upm.es).

**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).**

**Platforms.** The platform used for uploading materials and communication with students will be **Moodle**. Tasks must be handed in using this platform (unless required by the teacher). For on-line tutorials, the preferred platforms will be **Teams** and **Zoom**.

**Students are REQUIRED to use their corporate e-mail address (xxxx@alumnos.upm.es), never their personal one.**

**Sustainable Development Goals.**

The texts selected for the readings will bear in mind SDGs, specially goal 9 (industry, innovation and infrastructure). Likewise, goals 4 (Quality education) and 5 (Gender equality) will be directly addressed during the course. Goals 11 (Sustainable cities and communities) and 13 (Climate change) as well as goal 3 ( Good health and well-being) will be directly pursued during the course.