



UNIVERSIDAD  
POLITÉCNICA  
DE MADRID

PROCESO DE  
COORDINACIÓN DE LAS  
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros de  
Telecomunicacion

# ANX-PR/CL/001-01

## GUÍA DE APRENDIZAJE

**ASIGNATURA**

**95000011 - Inglés I**

**PLAN DE ESTUDIOS**

09TT - Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion

**CURSO ACADÉMICO Y SEMESTRE**

2023/24 - Primer semestre

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## 1. Datos descriptivos

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### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	95000011 - Inglés I
<b>No de créditos</b>	3 ECTS
<b>Carácter</b>	Obligatoria
<b>Curso</b>	Segundo curso
<b>Semestre</b>	Tercer semestre
<b>Período de impartición</b>	Septiembre-Enero
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion
<b>Centro responsable de la titulación</b>	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
<b>Curso académico</b>	2023-24

## 2. Profesorado

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### 2.1. Profesorado implicado en la docencia

<b>Nombre</b>	<b>Despacho</b>	<b>Correo electrónico</b>	<b>Horario de tutorías</b> *
Maria De La Nava Maroto Garcia	C-204	mariadelanava.maroto@upm .es	Sin horario. To be confirmed
Javier Herrero Ruiz	C-204	javier.herrero@upm.es	Sin horario. To be confirmed

Cristina Zimbroianu (Coordinador/a)	C-204	cristina.zimbroianu@upm.es	Sin horario. To be confirmed
M.del Mar Duque Garcia	C-204	mariadelmar.duque@upm.es	Sin horario. To be confirmed
Marta Peinado Lopez	C 204	marta.peinado@upm.es	Sin horario. To be confirmed

\* 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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- Nivelacion B2 en Lengua Inglesa

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

El plan de estudios Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion no tiene definidos requisitos para esta asignatura.

### 4. Conocimientos previos recomendados

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

El plan de estudios Grado en Ingenieria de Tecnologias y Servicios de Telecomunicacion no tiene definidas asignaturas previas recomendadas para esta asignatura.

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

- In order to enrol for this course, students are required to present at least an approved certificate of B1 (CEFR) level of English. However, 5 days prior to the exam, students must certify a B2 level; otherwise, they will not be allowed to take the exam

- Certificado nivel B2 de lengua inglesa

## 5. Competencias y resultados de aprendizaje

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### 5.1. Competencias

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

### 5.2. Resultados del aprendizaje

RA31 - Capacidad de trabajo en grupo

RA30 - Capacidad de comunicación, tanto oral como escrita, en entornos multilingües

## 6. Descripción de la asignatura y temario

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### 6.1. Descripción de la asignatura

**Theoretical sessions:** teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension for the students. These sessions are recorded and will be watched by students before the corresponding practical session, following a flipped-classroom methodology. Other methodological approaches followed in this course are: TASK-BASED, LEARNING BY DOING and COMMUNICATIVE approaches.

**Workshops:** activities will be focused on analysing and producing professional texts of various types following the requirements of technical writing.

**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 and technical lectures held at the ETSI de Telecomunicación or offered by other organizations:** summary writing.

**Individual and group assignments:** students will have to work on and hand in different individual assignments along the semester, such as summaries, abstracts or application letter and group assignments like an oral

presentation and written project proposal.

**Office hours:** they will be organized according to the University regulations in force. Students will be able to contact their teachers via email. English is welcome as the main language to be used both in emails and during the office hours.

Through the reading comprehension of specialized texts in the field of telecommunication, students will get familiarized with the terminology of the telecommunication field.

## 6.2. Temario de la asignatura

1. 1. General Characteristics of formal academic (scientific) and professional technical writing (week 1)
  - 1.1. Accuracy, objectivity, clarity, conciseness, organization, correctness, style
  - 1.2. Lexical, grammatical, morphosyntactic & functional features
2. Analysis of Purpose, Audience, Register, and Vocabulary (week 2)
3. Tone and style in technical, scientific and business documents (weeks 3, 4)
  - 3.1. Formal vs. informal style: contrastive analysis with technical and business documents
4. General overview of academic and technical texts (weeks 5, 6, 7)
  - 4.1. The Paragraph Structure
  - 4.2. The Academic and Technical Text Structure
    - 4.2.1. Organizational structure
    - 4.2.2. Introduction and conclusion techniques
  - 4.3. Developing paragraph and textual patterns in academic and professional contexts: the technical report/ memorandum, the abstract and the letters of application and motivation
5. Rhetorical Functions (weeks 9 and 10)
  - 5.1. Definition
  - 5.2. Classification
  - 5.3. Physical description
  - 5.4. Process description
6. Clarity, Conciseness and Accuracy (weeks 11 and 12)

## 7. Cronograma

### 7.1. Cronograma de la asignatura \*

Sem	Actividad en aula	Actividad en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<p><b>Course introduction. Programme and tasks to be handed in throughout the course.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>General Characteristics of formal academic (scientific) and professional technical writing. Reading.</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p>			
2	<p><b>Analysis of Purpose, Audience, Register, Tone and Vocabulary</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session with exercises on audience, purpose, register and vocabulary</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
3	<p><b>Tone and Style in technical, scientific and business documents (1)</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session with exercises and activities on tone and style in academic and professional documents</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
4	<p><b>Tone and Style in technical, scientific and business documents (2)</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session with exercises and activities on Tone and Style in academic and profesional documents</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
5	<p><b>General overview of academic and technical texts: Structuring the Paragraph</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session: exercises and activities on the structure of paragraphs and the topic sentence.</b></p>			<p><b>Group Discussion on contrastive analysis of 2 technical articles on the same telecommunication topic with different expertise</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 00:30</p>

	<p>Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			
6	<p><b>General overview of academic and professional documents: Structure, Introduction and Conclusion Techniques and Textual Patterns. Final Project Work, Project Proposal, Technical Report / Memorandum.</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session on Academic and Professional documents: the Technical Report/ Memorandum</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
7	<p><b>General overview of academic and professional documents: The Abstract, the Summary, the Application Letter and the Motivation Letter.</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session on Academic and Professional documents: The Abstract + Application and Motivation Letters</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p> <p><b>Writing an abstract or application letter or motivation letter and crossed assessment</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 03:00</p>
8	<p><b>MID-TERM EXAMS</b> Duración: 00:00 OT: Otras actividades formativas</p>			
9	<p><b>Rhetorical functions (1): The Definition</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session on identifying and writing different types of definition</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
10	<p><b>Rhetorical Functions (2): Classification and Physical and Process Descriptions</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session on Classification and Descriptions of telecommunication devices and mechanisms</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p> <p><b>Draft writing of the project proposal. Physical and function description of the telecommunication apparatus mechanism, or technology proposed in the project + last sections.</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua No presencial Duración: 04:00</p>



11	<p><b>Clarity, Conciseness and Accuracy (1)</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session with exercises on linguistic elements to be used and avoided to get clarity</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
12	<p><b>Clarity, conciseness and accuracy (2)</b> Duración: 00:30 LM: Actividad del tipo Lección Magistral</p> <p><b>Practical session with exercises on linguistic elements to be used and avoided to get conciseness and accuracy</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Workshop</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
13	<p><b>Reading of an article to analyse all the linguistic and discursive elements studied during the course.</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Practical session: analysis of common errors and feedback for academic and professional documents written by students during the course.</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Reading comprehension and writing exercises</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 00:30</p>
14	<p><b>Practical session: analysis of common errors and feedback for academic and professional documents written by students during the course.</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			
15	<p><b>Description of the final exam</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Revision of exercises and contents of the program</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p>			
16				
17				<p><b>Written Global exam 40%. Reading with exercises on comprehension, use of language and discourse organization (20%)+ Questionnaires on the contents taught during the course (20%)</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00</p> <p><b>WRITTEN GLOBAL EXAM 40%. (Reading+ use of language) WRITING TASK (30%): written project proposal</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 04:00</p>

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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 (progresiva)

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
2	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	
3	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	
4	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	CG6 CG8
5	Group Discussion on contrastive analysis of 2 technical articles on the same telecommunication topic with different expertise	PG: Técnica del tipo Presentación en Grupo	Presencial	00:30	3%	/ 10	
6	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	CG6 CG8
7	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	CG6 CG8
7	Writing an abstract or application letter or motivation letter and crossed assessment	TG: Técnica del tipo Trabajo en Grupo	No Presencial	03:00	%	/ 10	
9	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	CG6 CG8

10	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	
10	Draft writing of the project proposal. Physical and function description of the telecommunication apparatus mechanism, or technology proposed in the project + last sections.	TG: Técnica del tipo Trabajo en Grupo	No Presencial	04:00	30%	5 / 10	
11	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	CG8 CG6
12	Workshop	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	3%	/ 10	
13	Reading comprehension and writing exercises	TI: Técnica del tipo Trabajo Individual	Presencial	00:30	%	/ 10	CG6 CG8
17	Written Global exam 40%. Reading with exercises on comprehension, use of language and discourse organization (20%)+ Questionnaires on the contents taught during the course (20%)	EX: Técnica del tipo Examen Escrito	Presencial	02:00	40%	5 / 10	CG6 CG8

### 8.1.2. Prueba evaluación global

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	WRITTEN GLOBAL EXAM 40%. (Reading+ use of language) WRITING TASK (30%): written project proposal	EX: Técnica del tipo Examen Escrito	Presencial	04:00	70%	5 / 10	CG6 CG8

### 8.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
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<p>WRITTEN GLOBAL EXAM (60%): Reading with exercises on comprehension, use of language and discourse organization.</p> <p>WRITING TASK (30%): a written academic or professional document (Project proposal).</p> <p>QUESTIONS ON THE WRITTEN PROJECT PROPOSAL (10%).</p>	<p>EX: Técnica del tipo Examen Escrito</p>	<p>Presencial</p>	<p>04:00</p>	<p>100%</p>	<p>5 / 10</p>	<p>CG6 CG8</p>
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## 8.2. Criterios de evaluación

### 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, that is, they cannot be re-done. They include, among others: in-class activities (reading and analysis of texts, writing of academic and professional documents, such as e-mailing, abstracts, reports, application letters, summaries, memos, physical and process descriptions, etc.), peer correction activities, group discussion for analysis of written documents and tasks done by the students, mini-tests based on reading activities, etc.

**2. Group task, written project that is recoverable (30%):** To pass the subject, students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task must be submitted within the deadline set by the Department and can only be re-done before the final exam date. The task to be re-done, either because it was failed or because it was not submitted in due time, shall be submitted a week prior to the exam.

**3. Written test (40%):** Reading and use of English tests covering all the aspects worked on in class. **All the exam parts must be separately passed. A fail in one of the exam parts implies retaking the full exam again in the extraordinary call.**

Both the written task and the written test (Reading and use of English) must be PASSED separately to PASS the subject.

#### **GLOBAL ASSESSMENT:**

**Students willing to renounce to the progressive evaluation must send an email to the coordinator of the subject ENGLISH I, at least, 6 weeks before the ordinary exam period approved by Junta de Escuela for the current academic semester and year. In this case, it will be necessary to perform the written task (project proposal) related to a telecommunication topic in order to acquire all the competences of the subject. In addition, a written test must be done according to the description below. Thus, evaluation through global assessment will be carried out considering all the evaluation techniques applied in the progressive assessment.**

#### **Ordinary Call:**

- **A written test** that includes all the contents of the course (40%): reading and use of English tests covering all the aspects worked on during the course. **All the exam parts must be separately passed. A fail in one of the exam parts implies retaking the full exam again in the extraordinary call.**

- **Written Task** (project proposal) (30%): students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task shall be submitted a week prior to the exam.

Both the written test and the written task (project proposal) must be PASSED separately to PASS the subject. **A fail in the written task and/or in one of the exam parts implies retaking the full exam again in the extraordinary call.**

#### **Extraordinary Call:**

- A written test that includes all the contents of the course (60%): reading and use of English tests covering all the aspects worked on during the course. All the exam parts must be separately passed. A fail in one of the exam parts implies retaking the full exam again in the extraordinary call.

- Written Task (project proposal) (30%): students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task shall be submitted a week prior to the exam.

- QUESTIONS ON THE WRITTEN PROJECT PROPOSAL (10%): on the day of the examination, students are asked questions on the topic of the project proposal.

All parts of the exam must be PASSED separately to PASS the subject.

**Any task delivery may require a supplementary oral assessment by the teacher to validate that it has been completed by the learner without using any AI systems.**

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 OF PROGRESSIVE AND GLOBAL ASSESSMENT (both in ORDINARY AND EXTRAORDINARY CALLS):**

- Students without a B2 level certificate must certify a B2 level of ENGLISH 5 days prior to the global exam; otherwise, they will not be 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.

- Students following global assessment in the ordinary call is scored with 70% because 30% corresponds to in-class participation in face-to-face activities that are non-recoverable because class attendance is deemed essential in order to develop reading and writing skills and assess ability in written communication and the soft skills associated to this course. In the extraordinary call students can reach 100% of the mark.

- Some tasks as well as some exercises in the written test are based on open-ended questions and cannot be given a model answer within a time deadline.

- The use of Internet and other electronic sources to find information to answer the questions during the exam is forbidden and this will imply a FAIL in the subject.

## 9. Recursos didácticos

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### 9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
Moodle	Recursos web	All the study materials used in the course (recorded lessons, worksheets with exercises, tasks descriptions, academic and professional texts and articles, etc.) will be available on the platform
Material elaborated and recorded by the department staff from the ETSIT	Otros	Available in Moodle and in UPMDRIVE. The recorded material will be subject to a CC license.
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliografía	



D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliografía	
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliografía	
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliografía	Professional English Series
M. Duque García: Manual de Estilo. El Arte de escribir en Inglés Científico Técnico. TPT Paraninfo 2000	Bibliografía	
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliografía	The words and phrases you need to succeed.
M. Hewings: Cambridge Academic English. Upper Intermediate. Cambridge:2012	Bibliografía	An integrated skills course for EAP
BBC Learning English	Recursos web	<a href="https://www.bbc.co.uk/learningenglish/">https://www.bbc.co.uk/learningenglish/</a>
Wired Magazine	Recursos web	<a href="https://www.wired.com/">https://www.wired.com/</a>
Academic Phrasebank	Recursos web	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>
Purdue Online Writing Lab	Recursos web	<a href="https://www.phrasebank.manchester.ac.uk/">https://www.phrasebank.manchester.ac.uk/</a>

## 10. Otra información

### 10.1. Otra información sobre la asignatura

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 obtain a B2 level certification during the semester and provide a B2 level official certificate up to 5 days before the written exam and global exam. These rules apply to progressive assessment and to 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). If necessary, periodical communication with class delegates will be held as a follow-up of the course.

**Platforms.** The platform used for uploading materials and communication with students will be **Moodle**. Tasks should be handed in using this platform (rather than e-mail). For on-line tutorials, the used platforms will be **Zoom**.

### **Sustainable Development Goals (SDG)**

**Unit 2**, focused on style, involves pursuing goal 5 (gender equality) in the use of non-sexist language.

This course will focus on SDG for the realisation of the compulsory written task, where students will be asked to put forward a project proposal based on topics pursuing to contribute to achieve some of the SDG.

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