



UNIVERSIDAD  
POLITÉCNICA  
DE MADRID

PROCESO DE  
COORDINACIÓN DE LAS  
ENSEÑANZAS PR/CL/001



E.T.S. de Ingenieros  
Informaticos

# ANX-PR/CL/001-01

## GUÍA DE APRENDIZAJE

### ASIGNATURA

**105001040 - English For Professional And Academic Communication**

### PLAN DE ESTUDIOS

10CD - Grado En Ciencia De Datos E Inteligencia Artificial

### 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>	105001040 - English For Professional And Academic Communication
<b>No de créditos</b>	6 ECTS
<b>Carácter</b>	Obligatoria
<b>Curso</b>	Cuarto curso
<b>Semestre</b>	Séptimo semestre
<b>Período de impartición</b>	Septiembre-Enero
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	10CD - Grado en Ciencia de Datos e Inteligencia Artificial
<b>Centro responsable de la titulación</b>	10 - Escuela Tecnica Superior De Ingenieros Informaticos
<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>
Jelena Bobkina	6004	jelena.bobkina@upm.es	M - 17:00 - 18:00 J - 10:00 - 15:00 Appointments to be booked by email in advance. Thank you.

Hanane Benali Taouis (Coordinador/a)	6004	hanane.benali@upm.es	M - 11:00 - 15:00 J - 13:00 - 15:00 Appointments to be booked by email in advance. Thank you.
Elena Montiel Ponsoda	6004	elena.montiel@upm.es	M - 12:00 - 15:00 J - 12:00 - 15:00 Appointments to be booked by email in advance. Thank you.
Patricia Martin Chozas	6204	patricia.martin@upm.es	L - 14:00 - 15:00 J - 14:00 - 15:00 Appointments to be booked by email in advance. Thank you

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

### 3. Conocimientos previos recomendados

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

El plan de estudios Grado en Ciencia de Datos e Inteligencia Artificial no tiene definidas asignaturas previas recomendadas para esta asignatura.

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

- From all language certificates acknowledging B2 level, we strongly recommend against APTIS.
- B2 certification is required (SAI), according to the terms established by the Universidad Politécnica de Madrid

## 4. Competencias y resultados de aprendizaje

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### 4.1. Competencias

CG05 - Capacidad para trabajar en contextos internacionales e interdisciplinares, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

### 4.2. Resultados del aprendizaje

RA173 - RA154 - The student is able to write specialized-content documents

RA171 - RA153 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

RA172 - RA151 - The student is able to communicate fluently and accurately in written and oral English in professional and academic environments

RA168 - RA152 - The student is able to understand complex and abstract ideas

RA169 - RA155 - The student is able to collect information from different sources, i.e. lecturers and bibliographic resources

## 5. Descripción de la asignatura y temario

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### 5.1. Descripción de la asignatura

The main objective of this course is to make students aware of the importance of effective communication skills in academic or professional settings, with a strong focus on contemporary issues related to computer engineering, and to help them develop those skills to communicate effectively in both settings.

The course will be organized around science and technology related topics, and 2 assignments (written Research Proposal -RP- and Oral Presentation -OP) that they will have to complete to pass the course.

It is expected that students are able to:

1. identify and describe major economic, environmental, and health problems for which a computer engineering solution could have a major impact on society;

2. identify different types of texts in their area of knowledge, as well as the register and tone typically used in scientific and technical texts;
3. read and summarise relevant materials about contemporary issues for which computer engineering may play a role, be it orally or in writing;
4. write coherent and cohesive texts that have a clear focus on contemporary issues, structuring, paragraphing, punctuation, etc., and that are correct from a grammatical and spelling viewpoint;
5. use correctly references and citations from relevant materials about contemporary issues for which computer engineering may play a role;
6. deliver a written report about an original research idea (RP) that addresses contemporary issues relevant for computer engineering;
7. develop listening comprehension skills in their area of knowledge;
8. use and explain figures and diagrams in a proper manner (OP);
9. deliver a technical and scientific presentation about an original research idea that addresses contemporary issues relevant for computer engineering (OP)

As for the teaching methodology, we will follow a student-centered approach to learning in which the lecturer's role is to motivate students and facilitate their learning and overall comprehension of concepts and tasks. Student learning is assessed through both formal and informal forms of evaluation, including group projects, student and class participation. Teaching and assessment are connected, and student learning is continuously measured during teacher instruction.

Regarding teaching strategies, direct instruction will be combined with inquiry-based learning and event cooperative learning at some stages. Inquiry-based learning will be the predominant teaching method. This method focuses on student investigation and hand-on learning. Students will "learn by doing" as much as possible, both in the case of writing assignments as well as when delivering oral presentations. Students will also learn from constructive feedback on their work and on the work of others, and will also get feedback from their peers.

## 5.2. Temario de la asignatura

1. What is Professional and Academic Communication? - Introduction to the course
  - 1.1. 21st Century Skills in the context of EPAC
  - 1.2. Description of assignments: Research Proposals and Oral Presentations
2. Part 1 - Formulating a research idea
  - 2.1. Pentachart (I) - Background and Motivation
  - 2.2. Pentachart (II) - Innovation and Description
  - 2.3. Pentachart (III) - Impact and Path Forward
3. Part 2 - Developing a research idea
  - 3.1. Research Proposal (I): Introduction
  - 3.2. Research Proposal (II): Organization & Structure
  - 3.3. Research Proposal (III): Academic Writing
4. Part 3 - Presenting a research idea
  - 4.1. Effective Oral Presentations (I): Introduction
  - 4.2. Effective Oral Presentations (II): Organization and Structure
  - 4.3. Effective Oral Presentations (III): Format and Style
5. Student's Oral Presentations
6. Student's Research Proposals

## 6. Cronograma

### 6.1. Cronograma de la asignatura \*

Sem	Actividad en aula	Actividad en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<b>Introduction to the course (I)</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral			
2	<b>Pentachart (I) - Background and Motivation</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
3	<b>Pentachart (II) - Innovation and Description</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
4	<b>Pentachart (III) - Impact and Path Forward</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
5	<b>Research Proposal (I): Introduction</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
6	<b>Research Proposal (II): Organization and Structure</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
7	<b>Research Proposal (III): Academic Writing</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
8	<b>Effective Oral Presentations (I): Introduction</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
9	<b>Effective Oral Presentations (II) - Organization and Structure</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
10	<b>Effective Oral Presentations (III): Format and Style</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			
11	<b>Academic writing - overview</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas			<b>Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the progressive examination)</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua Presencial Duración: 25:00



12	<p><b>Written exam</b> Duración: 02:00 OT: Otras actividades formativas</p> <p><b>Student's Oral Presentations</b> Duración: 02:00 OT: Otras actividades formativas</p>			<p><b>Written exam (as part of the progressive examination)</b> EX: Técnica del tipo Examen Escrito Evaluación continua Presencial Duración: 02:00</p> <p><b>Oral presentations: 15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups (as part of the progressive examination)</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 15:00</p>
13	<p><b>Student's Oral Presentations</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			
14	<p><b>Student's Oral Presentations</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			
15	<p><b>Student's Oral Presentations</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Listening and Reading tasks (as part of the progressive examination)</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 04:00</p> <p><b>Attendance and active participation in class (as part of the progressive examination and "no recuperable")</b> OT: Otras técnicas evaluativas Evaluación continua Presencial Duración: 30:00</p>
16				
17				<p><b>Written exam (as part of the global examination)</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 02:00</p> <p><b>Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the global examination)</b> TG: Técnica del tipo Trabajo en Grupo Evaluación sólo prueba final No presencial Duración: 25:00</p> <p><b>Oral presentation in video format: 7 minutes for delivery in 2-member groups (as part of the global examination)</b> PG: Técnica del tipo Presentación en Grupo Evaluación sólo prueba final Presencial Duración: 15:00</p> <p>Listening and Reading Tasks Overview</p>

ET: Técnica del tipo Prueba Telemática Evaluación sólo prueba final No presencial Duración: 04:00
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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.

## 7. Actividades y criterios de evaluación

### 7.1. Actividades de evaluación de la asignatura

#### 7.1.1. Evaluación (progresiva)

Sem.	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
11	Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the progressive examination)	TG: Técnica del tipo Trabajo en Grupo	Presencial	25:00	20%	5 / 10	CG05
12	Written exam (as part of the progressive examination)	EX: Técnica del tipo Examen Escrito	Presencial	02:00	45%	5 / 10	CG05
12	Oral presentations: 15 hours for preparation and 10 minutes for delivery in 3-member groups, and 7 minutes for delivery in 2-member groups (as part of the progressive examination)	PG: Técnica del tipo Presentación en Grupo	Presencial	15:00	20%	5 / 10	CG05
15	Listening and Reading tasks (as part of the progressive examination)	TI: Técnica del tipo Trabajo Individual	Presencial	04:00	5%	5 / 10	
15	Attendance and active participation in class (as part of the progressive examination and "no recuperable")	OT: Otras técnicas evaluativas	Presencial	30:00	10%	5 / 10	CG05

#### 7.1.2. Prueba evaluación global

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Written exam (as part of the global examination)	EX: Técnica del tipo Examen Escrito	Presencial	02:00	45%	5 / 10	CG05
17	Written assignments: Research Proposal, 25 hours for preparation and group work (as part of the global examination)	TG: Técnica del tipo Trabajo en Grupo	No Presencial	25:00	20%	5 / 10	CG05

17	Oral presentation in video format: 7 minutes for delivery in 2-member groups (as part of the global examination)	PG: Técnica del tipo Presentación en Grupo	Presencial	15:00	20%	5 / 10	CG05
17	Listening and Reading Tasks Overview	ET: Técnica del tipo Prueba Telemática	No Presencial	04:00	5%	5 / 10	

### 7.1.3. Evaluación convocatoria extraordinaria

No se ha definido la evaluación extraordinaria.

## 7.2. Criterios de evaluación

Students will be assessed according to the **progressive assessment option tasks** specified below:

1. Written assignments (Research Proposal) in groups of 2 to 3 students (20%)
2. Oral Presentation in groups of 2 to 3 students (20%) - **same topic as the one chosen for the research proposal**. Overall duration: 7 min. for 2-member groups and 10 min for 3-member groups.
3. Reading and listening comprehension tasks to be submitted according to the deadlines specified in Moodle (5%)  
- individual task
4. Attendance and active participation in class (10%) - **PORCENTAJE NO RECUPERABLE EN LA EVALUACIÓN GLOBAL**
5. Written exam (45%) - individual task

Should students fail any of the tasks described above, they will have the option to retake the above-mentioned tasks (with the exception of the ones marked as NO RECUPERABLE) as part of the **global assessment option**, as follows:

1. Written assignments (Research Proposal) in groups of 2 to 3 students (20%)
2. Oral Presentation in groups of 2 to 3 students (20%) - **same topic as the one chosen for the research**

**proposal. Duration: 7 min. Format: video recording.**

3. Reading and listening comprehension tasks to be submitted according to the deadlines specified in Moodle (5%)  
- individual task

4. Written exam (45%) - individual task

**IMPORTANT NOTE:** The final score will be the result of averaging out the sum of the marks obtained in the compulsory assignments specified above, only if they are above the minimum score specified in the assessment table.

If a student fails only the exam and passes the assignments (research proposal and oral presentation), he or she will only have to take the exam in the extraordinary call. The marks of the assignments will be kept only during that academic year.

If a student fails one or both of the two assignments but passes the exam, both assignments will need to be re-submitted (but the exam will not need to be retaken). The mark of the exam will be kept only during that academic year.

In the **research proposal assignment**, students will be asked to identify a research gap or problem, and analyze it from a research perspective accounting for the following sections:

- a) Motivation and Background (state-of-the-art) for the research
- b) Proposed Innovation
- c) Description of the Idea/Project
- d) Potential Impact and Limitations of the Research
- e) Method or Work Plan (path forward) and future lines
- f) List of References - minimum 5 academic references

The extension of the proposal will be announced in class at the introduction of the course. A standard font should be used, preferably 12-point Times New Roman or Arial, with 1,5 line spacing.

The **oral presentation** will be evaluated according to the following criteria (amongst others): appropriateness to the audience; use of attention-getting devices; structure and cohesion; sufficient variation in tone and enthusiasm; the fluent pattern of speech; appropriate use of time connectors and signposts; use of specialized vocabulary and definitions of key terms unfamiliar to the audience; correct use of grammar and complex expressions; appropriate pace; eye contact and adequate use of body language; effective use of visual aids; accurate timing, interaction with the audience; correct pronunciation and intonation.

A **Power Point presentation** will be required to support the oral presentation and will need to be submitted alongside the research proposal (a specific task in Moodle will be created to this effect and timely notified to students).

Scoring rubrics for oral presentations collecting these and other important assessment criteria to be taken into account in the evaluation process will be made available to the students.

2-member group presentations should take 7 min. in total; 3-member group presentations should take 10 min. in total.

**Note that students holding a B1 certificate must present a B2 certificate in "Secretaria" no later than 5 working days before the exam.**

## 8. Recursos didácticos

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### 8.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
See Moodle of the course	Recursos web	UPDATED INFORMATION AND RESOURCES IN THE MOODLE PLATFORM OF THE COURSE.
21st Century Reading. Creative Thinking and Reading with TEDTalks.	Bibliografía	National Geographic Learning / CENGAGE Learnig
21st Century Communication. Listening, Speaking, and Critical Thinking.	Bibliografía	National Geographic Learning / CENGAGE Learnig

## 9. Otra información

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### 9.1. Otra información sobre la asignatura

Communication with your tutors will be held by email and/or virtual meetings by appointment, preferably within the time slot of the official office hours (Tuesdays or Thursdays).

The platforms to be used for online sessions, office hours, or any other type of meetings will be Teams and Zoom.

This course strongly contributes to 2030 Agenda for Sustainable Development Goals (SDG) in the following ways:

- Goal number 4. **Quality education**, in the sense of encouraging students lifelong learning using foreign languages;
- Goal number 5. **Gender equality**, by promoting class debates around prominent female researchers, scientists and engineers;
- Goal number 9. **Industry, innovation and infrastructure**, by encouraging students to research on technological advances that may have an impact on society .

- Goal number 6. Clean water and sanitation; Goal number 7. Affordable and clean energy; Goal number 8. Decent work and economic growth; Goal number 11. Sustainable cities and communities; Goal number 12. Responsible consumption and production; Goal number 13. Climate action; by encouraging students to read texts, watch videos and discuss on topics related to the mentioned goals and to think on how Computer engineering may contribute to these objectives.