COORDINATION PROCESS OF LEARNING ACTIVITIES
PR/CL/001

E.T.S. de Ingenieros Informaticos

ANX-PR/CL/001-01
LEARNING GUIDE

SUBJECT
105000046 - Building Up Communications Skills

DEGREE PROGRAMME
10II - Grado En Ingenieria Informatica

ACADEMIC YEAR & SEMESTER
2023/24 - Semester 1
Index

Learning guide

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1. Description

1.1. Subject details

| Name of the subject | 105000046 - Building Up Communications Skills |
| No of credits     | 3 ECTS                                     |
| Type              | Optional                                   |
| Academic year of the programme | Third year                             |
| Semester of tuition | Semester 5                               |
| Tuition period    | September-January                          |
| Tuition languages | English                                    |
| Degree programme  | 10II - Grado en Ingenieria Informatica     |
| Centre            | 10 - Escuela Tecnica Superior De Ingenieros Informaticos |
| Academic year     | 2023-24                                    |

2. Faculty

2.1. Faculty members with subject teaching role

<table>
<thead>
<tr>
<th>Name and surname</th>
<th>Office/Room</th>
<th>Email</th>
<th>Tutoring hours *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elena Montiel Ponsoda</td>
<td>6004</td>
<td><a href="mailto:elena.montiel@upm.es">elena.montiel@upm.es</a></td>
<td>Tu - 12:00 - 15:00 Th - 12:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.</td>
</tr>
<tr>
<td>Jelena Bobkina</td>
<td>6004</td>
<td><a href="mailto:jelena.bobkina@upm.es">jelena.bobkina@upm.es</a></td>
<td>W - 10:00 - 15:00 Th - 14:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.</td>
</tr>
</tbody>
</table>
3. Prior knowledge recommended to take the subject

3.1. Recommended (passed) subjects

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

3.2. Other recommended learning outcomes

- It is advisable to have a B1 in English
4. Skills and learning outcomes *

4.1. Skills to be learned

CG-13/CE55 - Capacidad de comunicarse de forma efectiva con los compañeros, usuarios (potenciales) y el público en general acerca de cuestiones reales y problemas relacionados con la especialización elegida.

CG-2/CE45 - Capacidad para el aprendizaje autónomo y la actualización de conocimientos, y reconocimiento de su necesidad en el área de la informática.

CG-24/25/26/27 - Capacidad para trabajar en el contexto internacional, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

4.2. Learning outcomes

RA280 - Obtención de las competencias lingüísticas comunicativas (comprensión, expresión, etc.) habladas y escritas en entornos académicos/profesionales nacionales/internacionales.

* 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.

5. Brief description of the subject and syllabus

5.1. Brief description of the subject

The main objective of this course is to prepare students for a B2 level in the TOIEC exam, with emphasis on listening and reading skills.

Students seeking to obtain the B2 level are strongly encouraged to register in this course, as this is the required minimum level to enroll in the compulsory course "English for Professiona and Academic Communication".

All students at Universidad Politécnica de Madrid have the chance to take the TOEIC exam (listening and reading skills) under the SAI (Sistema de Acreditación Interna) scheme, to obtain a certificate of this level, should they need it.
The course book will be announced to the students at the beginning of the course.

5.2. Syllabus

1. Careers. Professions, recruitment and training
2. Workplaces: Offices, technology, facilities
3. Communications: News, internet, broadcasting
4. Retailing: Stores, products, services
5. Industry: Production, construction, automation
6. Trade: Markets, shipping, import and export
7. Leisure: Entertainment, recreation, culture
8. Money: Banking, budgets, investment
9. Travel: Tourism, transport, accommodation
10. Environment: Weather, natural resources, architecture
11. Health: Nutrition, medicine, fitness
## 6. Schedule

### 6.1. Subject schedule*

<table>
<thead>
<tr>
<th>Week</th>
<th>Classroom activities</th>
<th>Laboratory activities</th>
<th>Distant / On-line</th>
<th>Assessment activities</th>
</tr>
</thead>
</table>
| 1    | Introduction to the course  
Duration: 02:00  
Lecture | | | |
| 2    | Unit 1  
Duration: 02:00  
Problem-solving class | | | |
| 3    | Unit 2  
Duration: 02:00  
Problem-solving class | | | |
| 4    | Unit 3  
Duration: 02:00  
Problem-solving class | | | |
| 5    | Unit 4  
Duration: 02:00  
Problem-solving class | | | |
| 6    | Unit 5  
Duration: 02:00  
Problem-solving class | | | |
| 7    | Mid-term review  
Duration: 02:00  
Problem-solving class | | | |
| 8    | Unit 6  
Duration: 02:00  
Problem-solving class | | | |
| 9    | Unit 7  
Duration: 02:00  
Problem-solving class | | | |
| 10   | Unit 8  
Duration: 02:00  
Problem-solving class | | | |
| 11   | Unit 9  
Duration: 02:00  
Problem-solving class | | | |
| 12   | Unit 10  
Duration: 02:00  
Problem-solving class | | | |
| 13   | End-of-semester exam (evaluación progresiva)  
Duration: 02:00  
Problem-solving class | | | End-of-semester exam (evaluación progresiva)  
Written test  
Continuous assessment  
Presential  
Duration: 02:00 |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 17 |   | Evaluación global  
    Written test  
    Final examination  
    Presential  
    Duration: 02:00 |

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.
7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
<th>Modality</th>
<th>Type</th>
<th>Duration</th>
<th>Weight</th>
<th>Minimum grade</th>
<th>Evaluated skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>End-of-semester exam (evaluación progresiva)</td>
<td>Written test</td>
<td>Face-to-face</td>
<td>02:00</td>
<td>100%</td>
<td>5 / 10</td>
<td>CG-2/CE45, CG-13/CE55, CG-24/25/26/27</td>
</tr>
</tbody>
</table>

7.1.2. Global examination

<table>
<thead>
<tr>
<th>Week</th>
<th>Description</th>
<th>Modality</th>
<th>Type</th>
<th>Duration</th>
<th>Weight</th>
<th>Minimum grade</th>
<th>Evaluated skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Evaluación global</td>
<td>Written test</td>
<td>Face-to-face</td>
<td>02:00</td>
<td>100%</td>
<td>5 / 10</td>
<td>CG-2/CE45, CG-13/CE55, CG-24/25/26/27</td>
</tr>
</tbody>
</table>

7.1.3. Referred (re-sit) examination

<table>
<thead>
<tr>
<th>Description</th>
<th>Modality</th>
<th>Type</th>
<th>Duration</th>
<th>Weight</th>
<th>Minimum grade</th>
<th>Evaluated skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Assessment students will sit a final written exam in TOEIC format (100% of the grade).</td>
<td>Written test</td>
<td>Face-to-face</td>
<td>02:00</td>
<td>100%</td>
<td>5 / 10</td>
<td>CG-2/CE45, CG-13/CE55, CG-24/25/26/27</td>
</tr>
</tbody>
</table>

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7.2. Assessment criteria

In the Progressive Assessment option, students will be evaluated by an end-of-semester exam in the TOEIC test format in week 14 (100% of the grade). Participation in class or in online sessions will be positively considered in the evaluation.

The Global Assessment option will consist of a final written exam in the TOEIC test format (100% of the grade).

Extraordinary Assessment students will sit a final written exam in TOEIC format (100% of the grade).

8. Teaching resources

8.1. Teaching resources for the subject

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>How English works</td>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>A Practical English Grammar</td>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>Diccionarios español-inglés, inglés español</td>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>OXFORD TACTICS. TOEIC LISTENING AND READING TEST</td>
<td>Bibliography</td>
<td></td>
</tr>
<tr>
<td>BBC learnign English</td>
<td>Web resource</td>
<td></td>
</tr>
<tr>
<td>The Voice of America</td>
<td>Web resource</td>
<td></td>
</tr>
<tr>
<td>Target score. A communicative course for TOEIC Test preparation.</td>
<td>Bibliography</td>
<td></td>
</tr>
</tbody>
</table>
9. Other information

9.1. Other information about the subject

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.

This course strongly contributes to the 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 technological advances that may have an impact on society.