



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingeniería y Sistemas
de Telecomunicación

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

595000512 - English For Professional And Academic Communication

DEGREE PROGRAMME

59ID - Grado En Ingeniería Y Sistemas De Datos

ACADEMIC YEAR & SEMESTER

2023/24 - Semester 1

Index

Learning guide

| | |
|---|----|
| 1. Description..... | 1 |
| 2. Faculty..... | 1 |
| 3. Prior knowledge required to take the subject..... | 2 |
| 4. Prior knowledge recommended to take the subject..... | 2 |
| 5. Skills and learning outcomes | 3 |
| 6. Brief description of the subject and syllabus..... | 4 |
| 7. Schedule..... | 6 |
| 8. Activities and assessment criteria..... | 10 |
| 9. Teaching resources..... | 14 |
| 10. Other information..... | 15 |

1. Description

1.1. Subject details

| | |
|---------------------------------------|--|
| Name of the subject | 595000512 - English For Professional And Academic Communication |
| No of credits | 6 ECTS |
| Type | Compulsory |
| Academic year of the programme | Second year |
| Semester of tuition | Semester 3 Semester 4 |
| Tuition period | September-January |
| Tuition languages | English |
| Degree programme | 59ID - Grado en Ingeniería y Sistemas de Datos |
| Centre | 59 - Escuela Técnica Superior De Ingeniería Y Sistemas De Telecomunicación |
| Academic year | 2023-24 |

2. Faculty

2.1. Faculty members with subject teaching role

| Name and surname | Office/Room | Email | Tutoring hours * |
|--|--------------------|------------------------|---|
| Bozena Wislocka Breit (Subject coordinator) | A4308 | bozena.wislocka@upm.es | Sin horario. Always to be confirmed previously by email |

* 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

3.1. Prerequisite (passed) subjects

-
-
-

3.2. Other required learning outcomes

The subject - other required learning outcomes, are not defined.

4. Prior knowledge recommended to take the subject

4.1. Recommended (passed) subjects

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

4.2. Other recommended learning outcomes

- In order to enrol in this course students are required to provide an approved certificate of at least B1 (CEFR) in English
- In order to pass the course students are required to provide a B2 level official certificate 5 working days before the global exam at the latest.

5. Skills and learning outcomes *

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

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

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

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

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.

* 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

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 issues related to 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, self-presentation, small talk
 - 1.1. Body language
 - 1.2. Video CV
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, giving your own point of view
 - 2.4. Videoconferencing
3. Developing an academic or professional text:
 - 3.1. Paragraph structure
 - 3.2. Cohesion and coherence, linkers and hedging
 - 3.3. Email writing
 - 3.4. Meeting Minutes
 - 3.5. Definitions and classifications; physical and process descriptions
4. Presenting a project proposal:
 - 4.1. Long abstract, key words, bibliographical references, plagiarism
 - 4.2. Oral presentation
 - 4.3. Poster or pentachart
 - 4.4. SDGs to be considered within the project
5. Applying for a position (academic or professional):
 - 5.1. Letter of motivation / Covering letter
 - 5.2. Interviews

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 and in-class exercises completed during the semester, including: listening quizzes, video-CV, writing specific topic paragraphs, telephone role playing, meetings and debates, note taking, etc Individual work Continuous assessment Presential Duration: 04:00</p> |
| 2 | <p>On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duration: 02:00 Cooperative activities</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>Following the instructions provided in class, each student will deliver their CV to their classmates. Individual work Continuous assessment Presential Duration: 01:00</p> <p>Working in pairs on the phone, dealing with clients and business partners, taking notes, transmitting messages Other assessment Continuous assessment Presential Duration: 01:00</p> |
| 3 | <p>Searching for specific information; skimming and scanning reading techniques; preparing info for a debate or meeting, taking notes while listening Duration: 02:00 Problem-solving class</p> <p>Giving and asking for information, presenting own point of view, hedging and professional politeness Duration: 01:00 Cooperative activities</p> | | | <p>Taking notes during a meeting aiming at the meeting minutes Group work 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 cont.: cohesion and coherence, linkers and hedging; in-text citations, bibliographical referencing, plagiarism Duration: 02:00 Lecture</p> | | | <p>Writing a well structured paragraph, topic sentence and supporting sentences; ordering scrambled sentences to form a coherent paragraph Group work Continuous assessment Presential Duration: 02:00</p> <p>Collaborative solutions to exercises done in class, reciprocal revision and correction Group work</p> |

| | | | | |
|---|--|--|--|--|
| | | | | Continuous assessment Presential Duration: 01:00 |
| 5 | <p>Cover letter: formal and informal style, British and American conventions contrasted with the Spanish usage. Duration: 01:00 Problem-solving class</p> <p>Synchronous and asynchronous job and scholarship interviews. Previous analysis of body language, difficult questions, STAR technique, professional terminology and register Duration: 02:00 Lecture</p> | | | <p>Recorded 5-10 minutes job or scholarship interview, carried out in pairs and evaluated within the workshop methodology. Group presentation Continuous assessment Not Presential Duration: 00:00</p> |
| 6 | <p>Basics of proposal writing: Thesis, antithesis, debate and conclusions; some examples and their development Duration: 02:00 Lecture</p> <p>Test 1: covering all the topics and vocabulary developed in the weeks 1-5 Duration: 00:00 Additional activities</p> | | | <p>Test 1 covering all the topics and vocabulary developed in weeks 1-5 Written test Continuous assessment Presential Duration: 02:00</p> |
| 7 | <p>Introduction to formal writing: technical writing and its features. Duration: 02:00 Lecture</p> <p>Technical and scientific definitions, classifications. Physical and processes description, providing specific information with professional terminology; detailed description of positions and movements Duration: 02:00 Lecture</p> | | | <p>Cover letter to be prepared as a response to a real job offer Individual work Continuous assessment Presential Duration: 01:00</p> <p>"Definition" and "process" elaboration: practical exercises Other assessment Continuous assessment Presential Duration: 02:00</p> |
| 8 | <p>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading Duration: 02:00 Lecture</p> <p>Analysis of the structure, ordering of scrambled sentences into logical paragraphs, connecting words Duration: 02:00 Cooperative activities</p> | | | <p>300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation Individual work Continuous assessment Not Presential Duration: 02:00</p> |
| 9 | <p>5 paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions Duration: 02:00 Lecture</p> <p>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology Duration: 02:00</p> | | | |

| | | | | |
|----|---|--|--|---|
| | Cooperative activities | | | |
| 10 | <p>Scientific and academic writing styles: abstract, key words, affiliation, references and bibliography, different citation styles (EEE, Harvard, MLA, APA), plagiarism and autocitations Duration: 02:00 Lecture</p> <p>Abstract writing, key words selection, exercises en literal citation, paraphrasing or merely mentioning a bibliographical source Duration: 02:00 Cooperative activities</p> | | | |
| 11 | <p>Test 2 covering all the topics and vocabulary developed in the weeks 6-11 Duration: 02:00 Problem-solving class</p> <p>Preparing your visuals, contents, fonts size, images, copyright, accessibility Duration: 02:00 Cooperative activities</p> | | | <p>Test 2 covering all the topics and vocabulary developed in weeks 6-11 Written test Continuous assessment Presential Duration: 02:00</p> |
| 12 | <p>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact Duration: 02:00 Cooperative activities</p> <p>Oral presentations on technical subjects basic principles Duration: 02:00 Lecture</p> | | | <p>Presentation visuals to be uploaded on Moodle Group presentation Continuous assessment Not Presential Duration: 00:00</p> |
| 13 | <p>Specific vocabulary, overview, signposting, contents, interaction with the public Duration: 02:00 Lecture</p> <p>Live presentations delivered in the classroom Duration: 02:00 Additional activities</p> | | | <p>Oral presentation delivered in pairs on a topic related to their specialty Group presentation Continuous assessment Presential Duration: 00:10</p> |
| 14 | <p>Live presentations delivered in the classroom Duration: 02:00 Additional activities</p> <p>Live presentations delivered in the classroom Duration: 02:00 Additional activities</p> | | | <p>Oral presentation delivered in pairs on a topic related to their specialty Group presentation Continuous assessment Presential Duration: 00:10</p> <p>Oral presentation delivered in pairs on a topic related to their specialty Group presentation Continuous assessment Presential Duration: 00:10</p> |

| | | | | |
|----|--|--|--|---|
| 15 | <p>Global exam: students who have failed Test 1 or Test 2 have an opportunity to re-sit: students who have not followed progressive evaluation must take this exam Duration: 02:00 Problem-solving class</p> <p>Students who did not upload one of the three redeemable activities: proposal, job interview and presentation may do it now Duration: 00:00 Additional activities</p> | | | <p>Global exam: students who have failed Test 1 or Test 2 have an opportunity to re-sit: students who have not followed progressive evaluation must take this exam Written test Final examination Not Presential Duration: 02:00</p> <p>Students who did not upload one of the three redeemable activities: proposal, job interview and presentation need to do it now Individual work Final examination Not Presential Duration: 00:00</p> |
| 16 | | | | |
| 17 | <p>Extraordinary call Students who have failed the global exam and need to re-sit Duration: 03:00 Problem-solving class</p> | | | |

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 and in-class exercises completed during the semester, including: listening quizzes, video-CV, writing specific topic paragraphs, telephone role playing, meetings and debates, note taking, etc | Individual work | Face-to-face | 04:00 | 30% | 5 / 10 | CG01 CG06 CB04 |
| 2 | Following the instructions provided in class, each student will deliver their CV to their classmates. | Individual work | Face-to-face | 01:00 | % | 5 / 10 | CG01 CB04 |
| 2 | Working in pairs on the phone, dealing with clients and business partners, taking notes, transmitting messages | Other assessment | Face-to-face | 01:00 | % | 5 / 10 | CG01 CG06 CB04 |
| 3 | Taking notes during a meeting aiming at the meeting minutes | Group work | No Presential | 02:00 | % | 5 / 10 | CG01 CG06 CB04 |
| 4 | Writing a well structured paragraph, topic sentence and supporting sentences; ordering scrambled sentences to form a coherent paragraph | Group work | Face-to-face | 02:00 | % | 5 / 10 | CG06 CB04 CG01 |
| 4 | Collaborative solutions to exercises done in class, reciprocal revision and correction | Group work | Face-to-face | 01:00 | % | 5 / 10 | CG01 CG06 CB04 |
| 5 | Recorded 5-10 minutes job or scholarship interview, carried out in pairs and evaluated within the workshop methodology. | Group presentation | No Presential | 00:00 | 10% | 5 / 10 | CG01 CB04 |
| 6 | Test 1 covering all the topics and vocabulary developed in weeks 1-5 | Written test | Face-to-face | 02:00 | 20% | 5 / 10 | CG01 CB04 |
| 7 | Cover letter to be prepared as a response to a real job offer | Individual work | Face-to-face | 01:00 | % | 5 / 10 | CG01 CB04 |

| | | | | | | | |
|----|--|--------------------|---------------|-------|-----|--------|----------------------|
| 7 | "Definition" and "process" elaboration: practical exercises | Other assessment | Face-to-face | 02:00 | % | 5 / 10 | CG01 CB04 |
| 8 | 300-350 words long paragraph related to sustainability issues in form of a proposal for a presentation | Individual work | No Presential | 02:00 | 10% | 5 / 10 | CB04 CG01 CG06 |
| 11 | Test 2 covering all the topics and vocabulary developed in weeks 6-11 | Written test | Face-to-face | 02:00 | 20% | 5 / 10 | |
| 12 | Presentation visuals to be uploaded on Moodle | Group presentation | No Presential | 00:00 | % | 5 / 10 | CG01 CB04 |
| 13 | Oral presentation delivered in pairs on a topic related to their specialty | Group presentation | Face-to-face | 00:10 | 10% | 5 / 10 | CB04 CG01 CG06 |
| 14 | Oral presentation delivered in pairs on a topic related to their specialty | Group presentation | Face-to-face | 00:10 | % | 5 / 10 | CG01 CG06 CB04 |
| 14 | Oral presentation delivered in pairs on a topic related to their specialty | Group presentation | Face-to-face | 00:10 | % | 5 / 10 | CG01 CG06 CB04 |

8.1.2. Global examination

| Week | Description | Modality | Type | Duration | Weight | Minimum grade | Evaluated skills |
|------|--|-----------------|---------------|----------|--------|---------------|------------------|
| 15 | Global exam: students who have failed Test 1 or Test 2 have an opportunity to resit: students who have not followed progressive evaluation must take this exam | Written test | No Presential | 02:00 | 40% | 5 / 10 | CB04 CG01 |
| 15 | Students who did not upload one of the three redeemable activities: proposal, job interview and presentation need to do it now | Individual work | No Presential | 00:00 | 30% | 5 / 10 | CG01 CB04 |

8.1.3. Referred (re-sit) examination

| Description | Modality | Type | Duration | Weight | Minimum grade | Evaluated skills |
|--|--------------|--------------|----------|--------|---------------|----------------------|
| A test that includes all the contents of the course, test of grammar, use of language, listening and writing (60%) | Written test | Face-to-face | 02:00 | 60% | 5 / 10 | CB04 CG01 CG06 |

| | | | | | | |
|--|----------------------|--------------|-------|-----|--------|----------------------|
| A 5/6 minutes presentation on a topic related to the student's specialty (15%) and a written proposal on the same topic (15%) Students are reminded that plagiarism or copying in any part of the exam will mean a NOT PASS in the subject. | Problem-solving test | Face-to-face | 00:07 | 30% | 5 / 10 | CG06 CB04 CG01 |
| Interview with the examiners implying oral interactive tasks. . | Group work | Face-to-face | 02:00 | 10% | 5 / 10 | CB04 CG01 CG06 |

8.2. Assessment criteria

PROGRESSIVE ASSESSMENT:

1. In-class participation in face-to-face activities is irredeemable by its nature and it is equal to 30% of the final grade, its accomplishment requires regular attendance which will be checked randomly. Moreover, students will have to take part actively in the individual and group activities developed in the classroom, including, among others: debates, quizzes based on listening or reading activities, video CV, motivation letter, telephone role-playing, etc.

2. Redeemable group tasks (30%): Students will have to upload a project proposal, deliver an oral presentation with visuals and record and upload a job/scholarship interview. 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. Two written tests (20% + 20%): Listening, reading, use of English and writing test covering all the aspects worked in class. EACH section of the Test needs to be passed in order to PASS the Test.

4. Students who have enrolled with a B1 level certificate will be assessed with a FAIL (4.0) in the progressive assessment tasks **until they provide the valid B2 level certificate required in order to pass the course**, which has to be done 5 working days before the global exam at the latest. **Once they provide a valid B2 level certificate, their tasks will be re-assessed and given the corresponding mark.**

GLOBAL ASSESSMENT:

A written test covering full contents of the course with regard to grammar, use of the language, listening and writing. A fail in one of the exam parts implies retaking the full exam again in the Extraordinary call.

The three redeemable group tasks, which either have not been handed in in due time, or received a fail mark, can be uploaded now again

Students are reminded that:

- a) **EACH PART OF THE GLOBAL TEST** must be PASSED in order to **PASS the subject**.
- b) 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. .

EXTRAORDINARY CALL (CONVOCATORIA EXTRAORDINARIA):

Will consist of a **Test that including the full contents of the course**: tests of grammar, use of the language, listening and writing (60%).

All the required individual activities, if not completed previously, will have to be uploaded on Moodle one week before the scheduled exam date at the latest. Written Proposal will be assigned 15%, of the final grade; another 15% will be given to a 5/6 min oral Presentation of the Proposal, finally, an Interview with the examiners where students (in pairs) will be required to answer questions and simulate different situations suggested by the examiners will be assigned the remaining 10% of the final grade.

Should an oral presentation have received previously a Fail grade, it will need to be delivered anew during the Extraordinary call.

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 submission made to be assessed may require further oral assessment by the teacher to validate that it has been doen 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 | https://www.bbc.co.uk/learningenglish/ |
| Wired Magazine | Web resource | https://www.wired.com/ |
| Academic Phrasebank | Web resource | https://www.phrasebank.manchester.ac.uk/ |
| Purdue Online Writing Lab | Web resource | https://www.phrasebank.manchester.ac.uk/ |
| TED Talks | Web resource | https://www.ted.com/talks |

10. Other information

10.1. Other information about the subject

- Students need to bear in mind that in order to take this subject they need to prove being in possession of a certificate of **"Accredited B1 level in English according to the Common European Framework of Reference for Languages"**, however, in order to pass it, a mandatory **B2 certificate has to be provided 5 working days before the exam at the latest.**
- **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).**
- 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 **REQUIRED** to use their **corporate e-mail address** (xxxx@alumnos.upm.es), **never** the personal one.
- **Platforms.** The platform used for uploading materials and communication with students will be **Moodle**. Tasks must be handed in using this platform (unless required differently by the teacher). For on-line tutorials, the preferred platforms will be **Teams** and **Zoom**.
- **Sustainable Development Goals:**

The texts selected for the readings will bear in mind **Sustainable Development Goals (SDGs)**, especially Goal 9 (industry, innovation and infrastructure). Likewise, goals 4 (Quality education) and 5 (Gender equality) will be directly addressed during the course.