



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

95000315 - Uso Profesional De La Lengua Inglesa

### PLAN DE ESTUDIOS

09BM - Grado En Ingenieria Biomedica

### CURSO ACADÉMICO Y SEMESTRE

2023/24 - Segundo semestre

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## 1. Datos descriptivos

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### 1.1. Datos de la asignatura

<b>Nombre de la asignatura</b>	95000315 - Uso Profesional de la Lengua Inglesa
<b>No de créditos</b>	6 ECTS
<b>Carácter</b>	Básica
<b>Curso</b>	Segundo curso
<b>Semestre</b>	Cuarto semestre
<b>Período de impartición</b>	Febrero-Junio
<b>Idioma de impartición</b>	Castellano
<b>Titulación</b>	09BM - Grado en Ingenieria Biomedica
<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> *
Javier Herrero Ruiz (Coordinador/a)	C-204	javier.herrero@upm.es	Sin horario. To be confirmed
Cristina Zimbroianu	C-204	cristina.zimbroianu@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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### 3.2. Otros requisitos previos para cursar la asignatura

El plan de estudios Grado En Ingenieria Biomedica 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 Biomedica 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 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 official certificate 5 working days before the exam.

## 5. Competencias y resultados de aprendizaje

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### 5.1. Competencias

CE50 - Capacidad de comprender y expresarse de forma oral y escrita en inglés a nivel profesional científico-técnico.

CG13 - Ser capaz de colaborar con grupos internacionales, interdisciplinares y multiculturales.

CG15 - Transmitir la información adquirida, las ideas, los problemas y las soluciones de forma oral y escrita en castellano e inglés.

### 5.2. Resultados del aprendizaje

RA98 - Adquirir terminología propia de ciencias de la salud.

RA55 - Elaborar documentos y preparar presentaciones para difundir los resultados de los trabajos

RA128 - Desarrollar la capacidad de presentación oral pública.

RA125 - Desarrollar la capacidad de realizar un trabajo en equipo, en la planificación del trabajo común, la búsqueda de fuentes de información y la presentación de resultados.

RA165 - Presentar de forma oral o escrita las conclusiones más relevantes de un trabajo de investigación

RA164 - Realizar búsquedas bibliográficas y extraer/analizar las conclusiones más importantes

## 6. Descripción de la asignatura y temario

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### 6.1. Descripción de la asignatura

Theoretical sessions: teachers will present the main discursive and linguistic contents in English applying the flipped classroom ("clase invertida") methodology, which will result in a constant exercise of listening comprehension and note taking for the students. Other methodological approaches followed in this course are: task-based, Learning-by-Doing and Communicative approaches.

Workshops: besides presenting the basic theoretical features, a varied range of activities will be carried out, both individually and in groups (class workgroups will be set up at the beginning of the semester). Some listening comprehension exercises and oral tasks will be based on live events and recorded videos and audios related to biomedical engineering topics, and professional and business situations (e.g., job interviews, oral presentations, discussions, technical talks, etc.).

Practical sessions (both with previous preparation and spontaneous): in-class debates on controversial ethical and professional issues. Note-taking exercises on listening activities and technical lectures in English (both live and recorded).

Attendance and participation (when required): in academic seminars and technical lectures held at the ETSI de Telecomunicación or offered by other organizations. Interviews with professionals working in biomedical companies.

Individual and group assignments: students will have to hand in different assignments (face-to-face and recorded) along the semester.

**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 listening and viewing of comprehension activities of specialized topics in the field of biomedical engineering, students will get familiarized with content and terminology of the field and its correct pronunciation and stress.

## 6.2. Temario de la asignatura

### 1. General Characteristics of formal academic (scientific) and professional technical writing

#### 1.1. Main Characteristics:

1.1.1. Accuracy, objectivity, clarity, conciseness, organization, correctness, style

1.1.2. Lexical, grammatical, morphosyntactic & functional features

#### 1.2. The writing process:

1.2.1. Phases: Planning phase, Drafting Phase, Revising Phase

1.2.2. Analysis of Purpose, Audience, Register, Tone and Vocabulary

### 2. Technical and scientific style

2.1. Formal vs. informal style: contrastive analysis with technical reports, e-mails, letters and other technical texts

#### 2.2. Clarity, Conciseness and Accuracy:

2.2.1. Providing intra- and inter- paragraph coherence and cohesion: Syntactic cohesion (by the use of referring expressions, substitution and ellipsis) and lexical cohesion (repetition, antonyms and synonyms), transitional words or connectors.

2.2.2. Conciseness: Reduction of adverbial time clauses and relative clauses, avoiding redundant and pompous words, and correct use of effective nominalizations.

2.2.3. Gender issues in writing

2.3. 2.3. Accuracy: Revision of the most typical grammatical, morphosyntactic and discursive problems when writing in English:

2.3.1. Fragment vs. complete sentence

2.3.2. Subject-verb agreement

2.3.3. Dangling modifiers

2.3.4. Run-on sentences

2.3.5. Non-parallel structure

2.3.6. Active voice vs. passive voice

2.3.7. Nominalizations

### 3. General Overview of academic and technical texts

#### 3.1. Structuring the Paragraph

#### 3.2. Structuring the Academic and Technical Text

##### 3.2.1. Organizational structure

##### 3.2.2. Deductive vs. inductive organization

##### 3.2.3. Techniques to begin an introduction

3.2.4. Developing Paragraph and Textual Patterns: chronological order, cause-effect, problem-method-solution, general-specific, specific-general, from most to least important, from least to most important, comparison and contrast, enumeration, exemplification.

#### 3.3. Rhetorical Functions: Definition, Classification, Physical Description and Process Description

#### 3.4. Reading and analysis of different technical texts on topics related to biomedical sciences

### 4. The Final Project Work: Discourse Organization

#### 4.1. Abstract

#### 4.2. Introduction

#### 4.3. Method

#### 4.4. Results

#### 4.5. Discussion

#### 4.6. Conclusions

### 5. Other academic and professional documents:

#### 5.1. The Curriculum Vitae

#### 5.2. The Letter of Application / Letter of Motivation

### 6. Brief introduction to oral communication

6.1. Components and factors of the communication process: Language functions, language styles, register and tone

6.2. General rules of pronunciation, intonation and stress

### 7. Corporate cultures in biomedical companies

#### 7.1. Corporate cultures and work styles

#### 7.2. Searching for a job

### 8. The Job Interview



- 8.1. Selection techniques and types of job interviews
  - 8.2. The structure of the job interview
  - 8.3. Preparation of the job interview
  - 8.4. Practice of job interview in groups
9. Oral presentations
- 9.1. The elements of a successful presentation: Preparation, audience, eye contact, use of voice and use of time
  - 9.2. The Structure of the Oral Presentation: The introduction, the main body, the end and the delivery
  - 9.3. Practice of an oral presentation (individually or in group)
10. General overview of meetings
- 10.1. Types of meetings: Informal and formal, brainstorming, decision-making, problem-solving, speed meetings, elevator pitch, job interviews, teleconferencing, etc.
  - 10.2. Characteristics of successful meetings: objectives, preparation, role of participants
  - 10.3. Organizing, chairing and taking part in meetings and discussions
  - 10.4. Holding meetings: practice

## 7. Cronograma

### 7.1. Cronograma de la asignatura \*

Sem	Actividad en aula	Actividad en laboratorio	Tele-enseñanza	Actividades de evaluación
1	<p><b>Course presentation</b> Duración: 01:00 LM: Actividad del tipo Lección Magistral</p> <p><b>General Characteristics of academic and professional technical writing</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Soft skills. Writing process.</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p>			
2	<p><b>Formality vs. Informality</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Email-writing &amp; phoning workshop</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
3	<p><b>Accuracy</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Accuracy</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
4	<p><b>Clarity and conciseness</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Clarity and conciseness</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>

5	<p><b>Paragraph structuring</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Paragraph structuring</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
6	<p><b>Definitions</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Physical and process descriptions</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
7	<p><b>Abstract writing &amp; summarising</b> Duración: 02:00 LM: Actividad del tipo Lección Magistral</p> <p><b>Abstract writing &amp; summarising</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
8	<p><b>MID-TERMS</b> Duración: 00:00 OT: Otras actividades formativas</p>			
9	<p><b>Corporate Cultures</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity &amp; debate</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>

10	<p><b>The Job interview. Techniques, tips and types of job interviews</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Pronunciation</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>The Job interview. Structure and preparation</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
11	<p><b>Practice of job interview in groups</b> Duración: 02:00 AC: Actividad del tipo Acciones Cooperativas</p> <p><b>Listening</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p> <p><b>TASK DELIVERY: A written professional document (Project proposal or similar) following the guidelines provided.</b> TG: Técnica del tipo Trabajo en Grupo Evaluación continua Presencial Duración: 00:00</p>
12	<p><b>Oral presentations. Elements of a successful presentation.</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Oral presentations. Signposting</b> Duración: 01:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Specialized vocabulary</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
13	<p><b>Abstract analysis.</b> Duración: 03:30 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Oral presentations in groups</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 01:00</p> <p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>

14	<p><b>General overview of meetings.</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Meetings workshop: Organizing, Chairing and Taking Part in Discussions</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Oral presentations in groups</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 01:00</p> <p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
15	<p><b>General overview of meetings II</b> Duración: 02:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Reading and listening activity on meetings and leadership</b> Duración: 00:00 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Oral presentations in groups</b> PG: Técnica del tipo Presentación en Grupo Evaluación continua Presencial Duración: 01:00</p> <p><b>In-class participation in activities of various kinds</b> TI: Técnica del tipo Trabajo Individual Evaluación continua Presencial Duración: 03:00</p>
16	<p><b>The CV, the resume and the cover letter</b> Duración: 01:00 PR: Actividad del tipo Clase de Problemas</p> <p><b>Listening activity</b> Duración: 00:30 PR: Actividad del tipo Clase de Problemas</p>			<p><b>Content review, doubt clearing session.</b> OT: Otras técnicas evaluativas Evaluación continua Presencial Duración: 00:00</p>
17				<p><b>Exam including all the content of the course.</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final Presencial Duración: 03:00</p> <p><b>Written proposal (also if failed or not delivered previously).</b> EX: Técnica del tipo Examen Escrito Evaluación sólo prueba final No presencial Duración: 00:00</p> <p><b>Oral presentation (also if failed or not delivered previously).</b> OT: Otras técnicas evaluativas Evaluación sólo prueba final No presencial Duración: 00:00</p>

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	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	30%	5 / 10	
3	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
4	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
5	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
6	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
7	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
9	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
10	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15

11	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
11	TASK DELIVERY: A written professional document (Project proposal or similar) following the guidelines provided.	TG: Técnica del tipo Trabajo en Grupo	Presencial	00:00	15%	5 / 10	CE50 CG15
12	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
13	Oral presentations in groups	PG: Técnica del tipo Presentación en Grupo	Presencial	01:00	15%	5 / 10	
13	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
14	Oral presentations in groups	PG: Técnica del tipo Presentación en Grupo	Presencial	01:00	%	/ 10	
14	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
15	Oral presentations in groups	PG: Técnica del tipo Presentación en Grupo	Presencial	01:00	%	/ 10	CG13
15	In-class participation in activities of various kinds	TI: Técnica del tipo Trabajo Individual	Presencial	03:00	%	/ 10	CE50 CG13 CG15
16	Content review, doubt clearing session.	OT: Otras técnicas evaluativas	Presencial	00:00	40%	5 / 10	CG15 CE50

### 8.1.2. Prueba evaluación global

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Exam including all the content of the course.	EX: Técnica del tipo Examen Escrito	Presencial	03:00	40%	5 / 10	CG13 CG15 CE50

17	Written proposal (also if failed or not delivered previously).	EX: Técnica del tipo Examen Escrito	No Presencial	00:00	15%	5 / 10	CE50 CG15
17	Oral presentation (also if failed or not delivered previously).	OT: Otras técnicas evaluativas	No Presencial	00:00	15%	5 / 10	

### 8.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
Global exam including all the course content.	EX: Técnica del tipo Examen Escrito	Presencial	03:00	40%	5 / 10	CE50 CG15
Written proposal (if failed or not delivered previously).	EX: Técnica del tipo Examen Escrito	Presencial	00:00	15%	5 / 10	CE50 CG15
Oral presentation (if failed or not delivered previously).	OT: Otras técnicas evaluativas	Presencial	00:00	15%	5 / 10	CE50 CG15

## 8.2. Criterios de evaluación

### Progressive assessment:

#### 1. In-class active participation in practical activities (5%):

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 cannot be redone at the end of the semester. They include, among others: in-class activities (e.g., reading and analysis of texts, writing tasks), brief presentations (e.g., group written task), peer correction activities, mini-tests based on listening or reading activities, video CV presentations, job interviews, role-plays, games (Kahoot, Jeopardy), etc.

#### 2. Individual writing activities (25%): writing of academic and professional documents.

Students will be asked to submit an application letter, an abstract, and a summary throughout the course. These activities will be written in class and peer-reviewed as well. In order to comply with the assessment requirements, these productions will be graded randomly.



### **3. Group written task that can be redone (15%):**

To pass the subject, students will be asked to complete a compulsory written task (e.g. a project proposal, a comparison of different texts or a functional-physical description of a product or system, according to the guidelines established by the Department). These tasks must be submitted within the deadline set by the Department and can only be redone before the final exam date. The task to be redone, either because it was failed or because it was not submitted in due time, shall be submitted a week prior to the exam.

### **4. Group oral task that can be redone (15%):**

To pass the subject, students will be asked to deliver an oral presentation in groups, according to the topics, dates and guidelines established by the Department. If it has to be redone, either because it was failed or it was not submitted and given in due time, the oral presentation shall be submitted a week prior to the exam regarding visual aids delivery. However, the oral presentation will be given on the same date of the Global exam. Prior to the exam, students will be informed about dates, assigned timing, rooms and teachers, as well as other issues regarding the delivery of the oral presentations. Additionally, the students may be asked some further questions on their presentation as well as on aspects related to the course syllabus (e.g. current studies, professional expectations, preferred corporate culture, etc.).

### **5. Written test (40%):**

Reading, listening, writing and use of English test covering all the aspects worked on in class. All the exam parts must be separately passed. Failing one of the exam parts implies retaking the full exam again in the extraordinary call.

Both the written and oral tasks and the written test 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 FAILING the subject.

### **Global assessment:**

#### **Ordinary call:**

- A written test that includes all the contents of the course (40%): Reading, listening, writing and use of English test covering all the aspects worked on during the course.

- Written proposal (15%)

- 5/6-minute presentation (15%)

The written test and the written and oral tasks 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. Failing the written task and/or one of the exam parts implies retaking the full exam again in the extraordinary call. Students are reminded that plagiarism or copying in any part of the exam will mean FAILING the subject.

#### **Extraordinary call:**

- A written test that includes all the contents of the course (40%): Reading, listening, writing and use of English test covering all the aspects worked on during the course.

- Written proposal (15%), in groups if possible.

- 5/6-minute presentation (15%)

- Individual writing activities (30%): students will be asked to submit an application letter, an abstract, and a summary.

The written test, the individual writing activities, and the written and oral tasks 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. Failing the written task and/or one of the exam parts implies FAILING the subject. Students are reminded that plagiarism or copying in any part of the exam will mean failing 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 without a B2 level certificate must certify a B2 level of ENGLISH 5 days prior to the global exam; otherwise, they will be not allowed to do the written test. Besides, they will be assessed with "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 global assessment is scored with 70% because 30% corresponds to in-class writing, peer-correction, and participation in face-to-face activities that cannot be re-done given their practical essence and the interaction factor included; this is the reason why in order to assess the ability to communicate and the soft skills associated to this course, active class attendance is deemed essential. However, students taking the extraordinary call are subject to 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 electronic sources during the ordinary and extraordinary exam is forbidden and this will imply 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 her/his own, and not by an AI system.

## 9. Recursos didácticos

### 9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
Moodle	Recursos web	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	Bibliografía	An integrated skills course for EAP
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliografía	Professional English Series
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliografía	The words and phrases you need to succeed.
M. Powell: Presenting in English. Thomson/Heinle, 2002	Bibliografía	How to give successful presentations
E. Williams: Presentations in English. MacMillan: 2008	Bibliografía	Find your voice as a presenter
J. Hughes & A. Mallet: Successful meetings Oxford OUP 2013	Bibliografía	DVD and Student's Book Pack
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliografía	
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	

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>
TED Talks	Recursos web	<a href="https://www.ted.com/talks">https://www.ted.com/talks</a>
Gamification resources: Kahoot, Jeopardy, Cosmobuzz	Recursos web	

## 10. Otra información

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### 10.1. Otra información sobre la asignatura

**Note 1.-** The timeline included in this guide is a preliminary plan of the contents which may be modified along the semester. The specified activity times are also approximate and may overlap with the time devoted to other types of activities.

**Note 2.-** The course will be taught in English.

**Note 3.-** Concerning the SDG, along the present course students will learn and practice the following contents, allocated along the teaching weeks:

SDGs Nº 4 on Education, Nº 5 on Gender Equality, Nº 7 on Energy, and Nº 9 on Industry, innovation and infrastructures, will be analyzed and applied by:

- 1- Increasing the number of citizens with the necessary technical and professional competences to access a fair employment and entrepreneurship (SDG 4)
- 2- Enabling all students to be able to acquire enough technical and professional knowledge to promote a sustainable development as present students and future professionals (SDG 4)
- 3- Providing content related to Corporate cultures of biomedical companies and Job searching with a special focus on green companies (SDGG 13) and gender equality (SDG 5).

4- Including some related topics in the exercises and materials used in class, such as:

- The application of robots to innovate in medicine and to achieve a more sustainable practice.
- The application of Information and Communication Tools to improve and achieve a sustainable health care system, or to contribute to face and control pandemia such as the COVID-19 one, or their applications to innovate in the agriculture sector and the education sector with special focus on underdeveloped countries, etc.

**Note 4.- 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 (weekends and holidays excluded). Students are encouraged to use their corporate e-mail address (@alumnos.upm.es). If necessary, periodical communication with the class representatives will be held as a follow-up of the course. The language policy for this communication will be English.

**Note 5.- 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