COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001

INTERNATIONAL
CAMPUS OF
EXCELLENCE

POLITÉCNICA

E.T.S. de Ingenieria y Sistemas
de Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

595000333 - English For Professional And Academic Communication

DEGREE PROGRAMME

59SC - Grado En Ingenieria De Sistemas De Telecomunicacion

ACADEMIC YEAR & SEMESTER

2023/24 - Semester 2

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1. Description

1.1. Subject details

Name of the subject	595000333 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year ot the programme	Fourth year
Semester of tuition	Semester 7 Semester 8
Tuition period	February-June
Tuition languages	English
Degree programme	59SC - Grado en Ingenieria de Sistemas de Telecomunicacion
Centre	59 - Escuela Tecnica Superior De Ingenieria Y Sistemas De Telecomunicacion
Academic year	2023-24

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Maria Inmaculada Villacian Garcia	A4311	mariainmaculada.villacian@upm.es	Sin horario. Por determinar
Bozena Wislocka Breit	A4307	bozena.wislocka@upm.es	Sin horario. Por determinar
Inmaculada Alvarez De Mon Rego	A4305	inmaculada.alvarezdemon@upm.es	Sin horario. Por determinar

| Irina M Argüelles Alvarez (Subject coordinator) | A4307 | irina.arguelles@upm.es | Sin horario. Por determinar |
| Margarita Millan Valenzuela | A4311 | margarita.millan@upm.es | Sin horario. Por determinar |

* 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

-

- Nivelación B1 en Lengua Inglesa

- Nivelacion B2 en Lengua Inglesa

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

- Introduction To Professional And Academic Communication I

- Introduction To Professional And Academic Communication Ii

4.2. Other recommended learning outcomes

- In order to pass the course, students are required to provide a B2 level official certificate 5 days before the global exam.

5. Skills and learning outcomes *

5.1. Skills to be learned

CG 02 - Capacidad de búsqueda y selección de información, de razonamiento crítico y de elaboración y defensa de argumentos dentro del área.

CG 03 - Capacidad para expresarse correctamente de forma oral y escrita y transmitir información mediante documentos y exposiciones en público.

CG 05 - Capacidad de trabajo en equipo y en entornos multidisciplinares.

CG 06 - Capacidad de adaptación, negociación, resolución de conflictos y de liderazgo.

CG 12 - Habilidad para las relaciones interpersonales y el trabajo en un contexto nacional e internacional, con capacidad para expresarse de forma oral y escrita en lengua inglesa.

5.2. Learning outcomes

RA200 - Podrá elaborar esquemas y organizar redactar textos como informes o ensayos bien estructurados -Podrá organizar la información correctamente en oraciones y párrafos

RA203 - Podrá contrastar sus ideas con las aportadas por otros autores

RA204 - Podrá producir textos claros y detallados sobre temas diversos así como defender un punto de vista sobre temas generales indicando los pros y los contras de las distintas opciones en lengua inglesa

RA199 - Podrá sintetizar adecuadamente información relacionada con sus estudios

RA205 - Podrá relacionarse con hablantes nativos de lengua inglesa con un grado suficiente de fluidez y naturalidad de modo que la comunicación se realice sin esfuerzo por parte de ninguno de los interlocutores

RA198 - Podrá entender las ideas principales de textos complejos en lengua inglesa que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización

RA201 - Podrá organizar la información correctamente en oraciones y párrafos

RA202 - Podrá organizar sus ideas y opiniones de forma coherente en un trabajo académico

* 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

1. Cultural diversity and interpersonal relations. Greetings. Informal conversations. Professional communication: the e-mail and on the telephone.

2. Colloquia and meetings. Preparing information for a debate or a meeting. Giving and asking for opinion. Giving your own point of view. Taking turns in a conversation. The job interview.

3. Understanding conversations and conferences. Taking notes. Selecting and organizing information. Writing the final document.

4. Understanding academic and professional texts. Capture of notes. Taking notes. Selecting and organizing information. Writing the final document. The covering letter.

5. Oral presentations. Searching information. Selecting relevant information. Organizing the information. Preparing the talk. Visual resources, graphs and diagrams. Effective communication: words and body-language.

6.2. Syllabus

1. Cultural diversity and interpersonal relations.

    1.1. Informal conversations.

    1.2. Greetings.

    1.3. Professional communication: the e-mail and on the telephone.

2. Colloquia and meetings. Job interviews.

    2.1. Preparing information for a debate or a meeting.

    2.2. Giving and asking for opinion.

    2.3. Giving your own point of view.

    2.4. Taking turns in a conversation.

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2.5. The job interview.

3. Understanding conversations and conferences.

3.1. Listening for general and specific information

3.2. Taking notes.

3.3. Selecting and organizing information.

3.4. Writing the final document.

3.5. The covering letter

4. Understanding academic and professional texts.

4.1. Reading professional and acedemic texts.

4.2. Taking notes.

4.3. Selecting and organizing information.

4.4. Writing the final document.

5. Oral presentations.

5.1. Searching and selecting relevant information.

5.2. Organizing the information.

5.3. Preparing the talk.

5.4. Visual resources, graphs and diagrams.

5.5. Effective communication: words and body-language.

7. Schedule

7.1. Subject schedule*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1	**Greetings, meeting people, small talk, formal and informal talk, body language, routines at work, revision of present tenses, likes and dislikes, hobbies, leaving short notes or writing in a forum, revision of future tenses.** Duration: 03:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00
2	**Soft skills, professional communication. Reading: skimming and scanning, collocations and word formation. Making notes from written text.** Duration: 03:00 Cooperative activities			**Elevator speech** Individual work Continuous assessment Not Presential Duration: 04:00
3	**Personal qualities and professional skills, transferable skills. Vocabulary related. Answering to formal questions. Social issues vocabulary** Duration: 03:00 Cooperative activities			**Transferable skills paragraph** Individual work Continuous assessment Not Presential Duration: 03:00
4	**On the phone, writing e?mails, writing a short biodata. Using a dictionary, questions review** Duration: 03:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00
5	**Role play and job interview task** Duration: 02:00 Additional activities			**Job Interview Final task** Group work Continuous assessment Not Presential Duration: 07:00
6	**Test 1** Duration: 02:00 Additional activities			**Test 1** Written test Continuous assessment Presential Duration: 02:00
7	**Covering letters and vocabulary related, collocations, adjective order. Job interviews.** Duration: 03:00 Cooperative activities			**Covering letter** Individual work Continuous assessment Presential Duration: 03:00
8	**Giving presentations: essentials. The structure of the presentation, the structure of a proposal for a presentation.** Duration: 04:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00

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9	**Writing introductions, introductory phrases, problem and solution, avoiding absolute statements. Connected speech, ways of describing data, determiners, editing your writing. Writing conclusions.** Duration: 04:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00
10	**Structuring what you say, balanced argument and opinion essays, refuting, opposing arguments, giving and refuting, opinions, writing conclusions, improving spelling.** Duration: 04:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00
11	**Final presentations: looking for information, selecting information, organizing information / writing a long abstract.** Duration: 04:00 Cooperative activities			**Interactive tasks in the classroom** Other assessment Continuous assessment Presential Duration: 03:00
12	**Final presentations: the structure of the presentation, body language and visuals** Duration: 04:00 Cooperative activities			**Final presentation proposal** Group work Continuous assessment Presential Duration: 04:00 **Test 2** Written test Continuous assessment Presential Duration: 02:00
13	**Review / Final presentations** Duration: 02:00 Additional activities			**Final Presentations** Group work Continuous assessment Presential Duration: 10:00
14				
15				
16				
17	**Final exam** Duration: 00:00 Additional activities			**fINAL eXAM** Other assessment Final examination Presential Duration: 04:00

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.

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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 tasks in the classroom	Other assessment	Face-to-face	03:00	1.5%	4 / 10	CG 06 CG 12
2	Elevator speech	Individual work	No Presential	04:00	2.5%	4 / 10	CG 02 CG 03
3	Transferable skills paragraph	Individual work	No Presential	03:00	2.5%	4 / 10	CG 02 CG 03 CG 12
4	Interactive tasks in the classroom	Other assessment	Face-to-face	03:00	2%	4 / 10	CG 12
5	Job Interview Final task	Group work	No Presential	07:00	10%	5 / 10	CG 02 CG 03 CG 05 CG 06 CG 12
6	Test 1	Written test	Face-to-face	02:00	20%	5 / 10	CG 03
7	Covering letter	Individual work	Face-to-face	03:00	5%	5 / 10	CG 02 CG 03 CG 12
8	Interactive tasks in the classroom	Other assessment	Face-to-face	03:00	2%	4 / 10	CG 03
9	Interactive tasks in the classroom	Other assessment	Face-to-face	03:00	1.5%	4 / 10	CG 03
10	Interactive tasks in the classroom	Other assessment	Face-to-face	03:00	1.5%	4 / 10	CG 03
11	Interactive tasks in the classroom	Other assessment	Face-to-face	03:00	1.5%	4 / 10	CG 03
12	Final presentation proposal	Group work	Face-to-face	04:00	10%	5 / 10	CG 02 CG 03 CG 05 CG 06 CG 12

| 12 | Test 2 | Written test | Face-to-face | 02:00 | 20% | 5 / 10 | CG 03 CG 12 |
| 13 | Final Presentations | Group work | Face-to-face | 10:00 | 20% | 5 / 10 | CG 02 CG 03 CG 05 CG 06 CG 12 |

8.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	fINAL eXAM	Other assessment	Face-to-face	04:00	100%	5 / 10	CG 02 CG 03 CG 05 CG 06 CG 12

8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

8.2. Assessment criteria

IMPORTANT NOTE: Students are strongly encouraged to start the course with a B2 proficiency level certified. Students with a B1 level certificate 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, which has to be done 5 days before the global exam, their tasks will be re-assessed and given the corresponding mark.

Final tasks in the modules: Module 1 Recording a job interview video (10%) and writing a cover letter (5%). Module 2 Giving a life presentation (20%) and write a 350 words proposal (10%).

Presentations: weeks 13 and 14. A presentation proposal of 300/350 words and a presentation on the topic of 10 / 15 minutes delivered in groups of two / three. These are the final tasks in which students will have to put into practice what has been learned throughout the course. The value of these tasks is 30% distributed as follows: 10% to the proposal (group mark) and 20% to the presentation (group and individual mark). Final presentation of 10 to 15 minutes on a subject related to telecommunications in groups of 2/3 (each student will speak for 4/5 minutes). Weeks 13 and 14 at class time.

Progressive   assessment   tasks:

In order to write the proposal and to give the presentation, the students work along 12/13 weeks in class and outside the classroom with materials provided in class, textbooks or through the platform Moodle. Students must complete 4 hours of face-to-face work per week and 4 to 5 hours of work a week at home. The work of the students inside the classroom including communicative tasks (15%) and outside the classroom (15%) has a value of 30% assigned to the classroom and Moodle activities. To consider the communicative ability of the students and the soft skills associated to this course, their taking part in the class activities for at least 80% is essential. The percentage of the mark from communicative class activities (10%) is NOT RETRIEVABLE in the global evaluation.

Intermediate tests are compulsory: (week 6 and week 12 at class time) The two tests at week 6 and week 12 evaluate the four skills and the vocabulary and grammar that has been revised during the course. Each of these tests will account for 20% of the final grade: total equals 40% of the final mark. Each section of the two tests (reading, listening, writing, grammar and vocabulary) must be PASSED (min. 5.0) to average in the progresive assessment. If any part of the tests does not reach the 50% of the mark, the test will be considered FAILED and the student will need to do the global exam including the four skills.

Students attending the course regularly, must submit class activities in time to be corrected and considered in the course. We kindly remind our students that plagiarism in any of the course tasks implies the immediate interruption of progressive assessment of the course (https://www.boe.es/buscar/act.php?id=BOE-A-2010-20147)

For those students who are not attendeding the course regularly:

GLOBAL EXAM

On the day of the final exam, the students will give in a dossier that Includes the course compulsory tasks: recording a professional personal introduction, writing a paragraph about their personality and skills, a covering or motivation letter for a job application, a video recording answering five typical interview questions and a proposal of 300-350 words on the subject of their final presentation that includes at least two references to sources and the corresponding bibliography. The dossier is compulsory in the global exam and will be corrected after the global exam if the exam, including the presentation, is worth a PASS. If any activity in the dossier is marked as FAILED the student will need to repeat it in the extraordinary call. The global mark would be worth a maximum of 4.0 points until all the tasks in the dossier are considered as PASSED.

70% of the global mark will come from a test that includes all the contents of the course: tests of grammar, use of the language, listening and writing. 50% of the mark in each of the parts of the global exam is needed to PASS the exam.

20% a presentation of 5/6 minutes on a topic related to their specialty that apply the theory learnt in the course.

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The percentage of the mark from communicative class activities (10%) is NOT RETRIEVABLE in the global evaluation.

Each part of the global assessment of the subject must be PASSED to PASS the subject. Students are reminded that plagiarism or copying in any part of the exam or in the dossier tasks will mean a NOT PASS in the subject.

CONVOCATORIA EXTRAORDINARIA

On the day of the final exam, the student will give in a dossier that Includes the course compulsory tasks: recording a professional personal introduction, writing a paragraph about their personality and skills, a covering or motivation letter for a job application, a video recording answering five typical interview questions and a proposal of 300-350 words on the subject of their final presentation that includes at least two references to sources and the corresponding bibliography. The dossier is compulsory in the global exam and will be corrected after the global exam if the exam, including the presentation, is worth a PASS. If any activity in the dossier is marked as FAILED the student will need to repeat it in the extraordinary call. The global mark would be worth a maximum of 4.0 points until all the tasks in the dossier are considered as PASSED.

70% of the global mark will come from a test that includes all the contents of the course: tests of grammar, use of the language, listening and writing. 50% of the mark in each of the parts of the global exam is needed to PASS the exam.

20% a presentation of 5/6 minutes on a topic related to their specialty that apply the theory learnt in the course.

The percentage of the mark from communicative class activities (10%) is NOT RETRIEVABLE in the extraordinary call unless the students have followed the progressive assessment and participated in the class activities.

Each part of the global assessment of the subject must be PASSED to PASS the subject. Students are reminded that plagiarism or copying in any part of the exam or in the dossier tasks will mean a NOT PASS in the subject.

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9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	Todos los materiales del curso, ejercicios, lecturas y materiales de clase están disponibles en la plataforma
Cambridge Academic English Upper Intermediate	Bibliography	An Integrated skills course for EAP
Cambridge English for Job-Hunting	Bibliography	Professioanl English
Business Vocabulary Builder Intermediate to Upper intermediate	Bibliography	(MacMillan) The words & phrases you need to suceed
Presenting in English (Heinle)	Bibliography	How to give successful presentations
Presentations in English (MacMillan)	Bibliography	Find your voice as a presenter
English for presentations	Bibliography	Oxford business English
Successful presentations	Bibliography	Oxford video course

10. Other information

10.1. Other information about the subject

Enrolment in the course will not be accepted outside the periods established by the UPM.

In order to pass the course, students are required to provide a B2 level official certificate 5 days before the global exam. Those students who fail to submit the B2 certificate in time and form will keep the grade, if it was "pass", only during the academic year in which they are enrolled.

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The activity "Giving a presentation" requires students to contextualize their presentations in one of the SDGs which will be previously presented in class.