

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

125000448 - English For Professional And Academic Communication

DEGREE PROGRAMME

12TG - Grado En Ingenieria De Las Tecnologias De La Informacion Geoespacial

ACADEMIC YEAR & SEMESTER

2024/25 - Semester 1

Index

Learning guide

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

1. Description

1.1. Subject details

Name of the subject	125000448 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Fourth year
Semester of tuition	Semester 7 Semester 8
Tuition period	September-January
Tuition languages	English
Degree programme	12TG - Grado en Ingenieria de las Tecnologias de la Informacion Geoespacial
Centre	12 - E.T.S.I. En Topografia, Geodesia Y Cartografia
Academic year	2024-25

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Angela Saenz Herrero (Subject coordinator)	411	angela.saenz@upm.es	Sin horario. The schedule for tutoring sessions will be established prior to the commencement of the semester.

* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

3. Prior knowledge recommended to take the subject

3.1. Recommended (passed) subjects

- Ajuste De Observaciones

3.2. Other recommended learning outcomes

- Certification of B2 level of English according to the Council of Europe's Common European Framework of Reference of Languages (CEFR)

4. Skills and learning outcomes *

4.1. Skills to be learned

CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

CT01 - COMUNICACIÓN ORAL Y ESCRITA Capacidad para transmitir conocimientos y expresar ideas y argumentos de manera clara, rigurosa y convincente, tanto de forma oral como escrita, utilizando los recursos gráficos y los medios necesarios adecuadamente y adaptándose a las características de la situación y de la audiencia.

CT08 - USO DE LA LENGUA INGLESA Capacidad para establecer conversaciones con nativos sin tener problemas de comunicación adicionales tanto de forma oral como escrita.

CT09 - RESOLUCIÓN DE PROBLEMAS Desarrollar en los alumnos una actitud mental mediante la aplicación de procedimientos estructurados de resolución de problemas que promueva su capacidad de aprender, comprender y aplicar conocimientos de forma autónoma

CT10 - ANÁLISIS Y SÍNTESIS Capacidad de reconocer y describir los elementos constitutivos de una realidad y proceder a organizar la información significativa según criterios preestablecidos adecuados a un propósito.

4.2. Learning outcomes

RA274 - Uso de la lengua inglesa

* 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 aim of English for Professional and Academic Communication is to offer an overview of several topics within the field of discourse analysis applied to English in academic and the professional Topography domain.

5.2. Syllabus

1. GRAMMAR AND READING MODULE

1.1. GRAMMAR REVISION

1.2. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS. PUNCTUATION. RELATIVE ADVERBS

1.3. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND EXPRESSIONS

1.4. TECHNICAL VOCABULARY: IDENTIFYING Collocations in general and scientific texts.

2. LISTENING MODULE

2.1. LISTENING TO LECTURES. Discourse markers in academic lectures

2.2. LISTENING TO PRESENTATIONS. Discourse markers in presentations

2.3. LISTENING TO DIFFERENT VARIETIES OF MODERN ENGLISH

2.4. IDENTIFYING SOUND PATTERNS (VOWEL SOUNDS, LIAISON, STRESS, ETC.)

3. SPEAKING MODULE. PRESENTATIONS

3.1. PRESENTATION STRUCTURE I. Introducing yourself. Explaining the outline. Signposting

3.1.1. Presentation structure I. Emphasizing

3.2. PRESENTATION STRUCTURE II. Referring to visuals. Summarising. Concluding the speech. Dealing with questions

3.3. CONVERSATIONAL STRATEGIES IN PRESENTATIONS. Rephrasing. Clarifying. Giving examples. Using and avoiding fillers

4. WRITING MODULE

4.1. PRESENTATION OUTLINE AND TECHNICAL REPORT

4.2. PRESENTATION SCRIPT

4.3. COMPARATIVE SUMMARY AND WRITING EMAILS

4.4. THE COVER LETTER

6. Schedule

6.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	TEMA 1. GRAMMAR REVISION Duration: 04:00 Cooperative activities			
2	TEMA 1. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS Duration: 04:00 Cooperative activities			
3	TEMA 1. GRAMMATICAL PATTERNS Duration: 04:00 Lecture			
4	TEMA 2. LISTENING TO LECTURES Duration: 02:00 Cooperative activities Técnica del Tipo Examen escrito: Grammar Revision Duration: 02:00 Additional activities			GRAMMAR REVISION Written test Progressive assessment Presential Duration: 02:00
5	TEMA 2. LISTENING TO PRESENTATIONS Duration: 02:00 Cooperative activities TEMA 2. LISTENING TO DIFFERENT VARIETIES OF MODERN ENGLISH Duration: 02:00 Cooperative activities			
6	TEMA 3. CONVERSATIONAL STRATEGIES IN PRESENTATIONS. Rephrasing. Clarifying, Giving examples. Using and avoiding Fillers Duration: 04:00 Cooperative activities			
7	TEMA 3. PRESENTATION STRUCTURE I. Introducing yourself. Explaining the outline. Signposting. Emphasizing Duration: 04:00 Lecture			
8	TEMA 3. PRESENTATION STRUCTURE II. Referring to visuals. Summarising. Concluding the speech. Dealing with questions Duration: 01:00 Cooperative activities THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND TECHNICAL REPORT			THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND TECHNICAL REPORT Written test Progressive assessment Presential Duration: 03:00

	Duration: 03:00 Additional activities			
9	TEMA 4. COMPARATIVE SUMMARY Duration: 02:00 Lecture			
10	COMPARATIVE SUMMARY Duration: 04:00 Cooperative activities			
11	TEMA 4. PRESENTATION OUTLINE REVIEW. PRESENTATION SCRIPT Duration: 04:00 Cooperative activities			
12	COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT Duration: 04:00 Additional activities			COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT Written test Progressive assessment Presential Duration: 04:00
13	TEMA 4:THE COVER LETTER Duration: 04:00 Cooperative activities			
14	TEMA 3. PRESENTATION PRACTICE Duration: 04:00 Laboratory assignments			ATTENDANCE AND ACTIVE PARTICIPATION: 80% Other assessment Progressive assessment Presential Duration: 00:00
15	TEMA 3. PRESENTATION PRACTICE Duration: 04:00 Laboratory assignments GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. Duration: 04:00 Additional activities			GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. Individual presentation Progressive assessment Presential Duration: 04:00
16	GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.LISTENING COMPREHENSION TEST.GRAMMAR REVISION TEST. LINKING EXPRESSIONS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM Duration: 04:00 Additional activities			GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.LISTENING COMPREHENSION TEST.GRAMMAR REVISION TEST. LINKING EXPRESSIONS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM Other assessment Global examination Presential Duration: 04:00
17				

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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
4	GRAMMAR REVISION	Written test	Face-to-face	02:00	20%	5 / 10	CT09 CT01 CT10 CT08 CB04
8	THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND TECHNICAL REPORT	Written test	Face-to-face	03:00	20%	5 / 10	CT09 CT10 CB04
12	COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT	Written test	Face-to-face	04:00	20%	5 / 10	CT09 CT01 CT10 CT08 CB04
14	ATTENDANCE AND ACTIVE PARTICIPATION: 80%	Other assessment	Face-to-face	00:00	10%	5 / 10	CT09 CT01 CT10 CT08 CB04
15	GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.	Individual presentation	Face-to-face	04:00	30%	5 / 10	CT09 CT01 CT10 CT08 CB04

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
16	GIVING A PRESENTATION. THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. LISTENING COMPREHENSION TEST. GRAMMAR REVISION TEST. LINKING EXPRESSIONS AND PUNCTUATION TEST.	Other assessment	Face-to-face	04:00	100%	5 / 10	CT09 CT01 CT10 CT08 CB04

COMPARATIVE SUMMARY EXAM

7.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

7.2. Assessment criteria

Continuous assessment of the students' performance throughout the semester is integrated into the course, carried out by the lecturer and takes the form of regular short achievement tests, assignments and presentations . Regular attendance , 85% overall of the classes, is a requirement for this kind of assessment.

Concerning the Final examination, grades are given on the basis of this exam, which takes place at the end of the course. In addition, fifteen working days before this examination or the resit examination date, students must submit their presentation outline, presentation abstract and presentation script. The Final examination comprises the four modules: listening and speaking, reading and writing. The resit examination is based on the different course areas. Therefore, it comprises the same modules.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Allen, M., Powell, D. & Dolby, D. (2007). IELTS Graduation. Oxford. MacMillan.	Bibliography	
Anderson, K., Lynch, T. & Maclean, J. (2004). Study Speaking. Cambridge. Cambridge University Press.	Bibliography	
Bailey, S. (2006) (2015). Academic Writing. A Handbook for International Students. New York. Routledge.	Bibliography	
Comfort, J. (2004). Effective Presentations. Oxford. Oxford University Press.	Bibliography	
Hewings, M. (2008). Advanced Grammar in Use. Cambridge. Cambridge University Press.	Bibliography	
Hewings, M. (2009). Cambridge Grammar for CAE and Proficiency. Cambridge. Cambridge University Press.	Bibliography	
http://dictionary.cambridge.org/es	Web resource	
http://www.oxfordlearnersdictionaries.com/	Web resource	
ILLLAB Integrated Language Learning Lab	Web resource	
Murphy, R. (2012). English Grammar in Use with Answers. A Self-study Reference and Practice Book for Intermediate Students of English. Cambridge. Cambridge University	Bibliography	

Press		
http://www.text2speech.org/	Web resource	
http://www.freecollocation.com/	Web resource	

9. Other information

9.1. Other information about the subject

The course is taught entirely in English; accordingly, students are expected to use the English language in class at all times.

IMPORTANT REMINDER FROM UPM REGULATIONS: Para poder superar la asignatura, el o la estudiante deberá acreditar el nivel B2 con una antelación de, al menos, cinco días hábiles previos al examen de la convocatoria ordinaria o extraordinaria, según corresponda. En caso de no hacerlo, el estudiante podrá alcanzar una calificación máxima de 4.0 en la convocatoria ordinaria, y será calificado como No Presentado en la convocatoria extraordinaria. Este requisito deberá incluirse en los criterios de la calificación de la Guía de Aprendizaje de la asignatura.

The subject is linked to SDGs in oral presentations and written tasks.