



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



Etsi Agronómica, Aliment. y
Biosistemas

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

25001206 - English For Professional And Academic Communicatio

DEGREE PROGRAMME

02IA - Grado En Ingenieria Agroambiental

ACADEMIC YEAR & SEMESTER

2025/26 - Semester 1

Index

Learning guide

1. Description.....	1
2. Faculty.....	1
3. Prior knowledge required to take the subject.....	2
4. Skills and learning outcomes	2
5. Brief description of the subject and syllabus.....	3
6. Schedule.....	7
7. Activities and assessment criteria.....	10
8. Teaching resources.....	15
9. Other information.....	16

1. Description

1.1. Subject details

Name of the subject	25001206 - English For Professional And Academic Communicatio
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3
Tuition period	September-January
Tuition languages	English
Degree programme	02IA - Grado en Ingeniería Agroambiental
Centre	20 - Etsi Agronómica, Aliment. Y Biosistemas
Academic year	2025-26

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Antonio Martinez Saez	11 Agrícolas	antonio.martinezs@upm.es	Sin horario. Office hours will be announced in class.
Maria Lourdes Pomposo Yanes (Subject coordinator)	1 Agrícolas	lourdes.pomposo@upm.es	Sin horario. Office hours will be announced in class.

* 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 B2 en Lengua Inglesa

3.2. Other required learning outcomes

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

4. Skills and learning outcomes *

4.1. Skills to be learned

CE37 - Capacidad para comprender y expresarse de forma oral y escrita en inglés.

CG10 - Trabajo en equipos multidisciplinares y multiculturales y en un contexto internacional

CG11 - Conocimiento, gestión y uso de las tecnologías de la información y comunicación

CG5 - Que los estudiantes hayan desarrollado aquellas habilidades de aprendizaje necesarias para emprender estudios posteriores con un alto grado de autonomía

CG9 - Uso de la lengua inglesa

4.2. Learning outcomes

RA128 - Puede 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.

RA126 - Es capaz de entender las ideas principales de textos complejos que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización.

RA127 - Puede relacionarse con hablantes nativos con un grado suficiente de fluidez y naturalidad de modo que la comunicación se realice sin esfuerzo por parte de ninguno de los interlocutores.

* 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

Teaching methodology:

- Active and communicative methodology.

Every week, there will be theory and individual/group practice in our official room. Moreover, there will be a number of sessions (listening comprehension and specialised vocabulary practice) in the Computer Lab. Apart from the in-class tasks, students will have to do some other tasks individually or in a collaborative way.

Students will do the required tasks for the in-class sessions as indicated by the lecturer in order to be assessed.

The course will be taught in English and the students are required to speak English as well.

Learning outcomes:

- 1) To understand and tell the main differences between general English and English for Specific Purposes.
- 2) To get familiar with the different communication channels and the language used in professional and academic contexts.
- 3) To understand oral and written texts in the field of specialisation.
- 4) To know how to prepare, organise and do an oral presentation in English about a topic related to the degree.
- 5) To know how to organise and face a job interview in English.
- 6) To learn how to write a CV as well as a covering letter or formal email.
- 7) To learn the main features of specialised texts and be able to produce them.
- 8) To learn how to analyse and write introductions, summaries and abstracts.
- 9) To get familiar with specialised vocabulary in the students' field of interest.
- 10) To improve the students' listening skills by means of multimedia activities, videos, and projects.

5.2. Syllabus

1. The curriculum Vitae

- 1.1. Different types of Curriculum Vitae
- 1.2. How to write a Curriculum Vitae: personal data, work experience, education and training skills
- 1.3. Writing your own Curriculum Vitae. The basic Curriculum Vitae. The Europass CV

2. The covering letter

- 2.1. Introduction to the Covering Letter. Different samples of covering letters
- 2.2. Writing a Covering Letter: Applying in writing for a job
- 2.3. Formal e-mails: Revision of main parts, organisation and typical mistakes

3. Job interviews

- 3.1. Different interview questions. Situational and behavioural interview questions, questions about your course, degree, career; questions about your personality and interests, potential employer questions, other types of questions
- 3.2. Interview tips, at the interview, after the interview
- 3.3. The language of recruitment
- 3.4. Role-play: interviewing the applicant(s). Answering to the interviewer(s)

4. Academic reading and writing

- 4.1. Analysing and working on abstracts and other introductory sections
 - 4.1.1. How to write an introduction
 - 4.1.2. How to write an academical summary
 - 4.1.3. How to write an abstract

4.2. Genres and structure

5. Oral Presentations

- 5.1. Preparing an oral presentation. Introducing yourself and your presentation
- 5.2. Structure of an oral presentation: outline and main parts
- 5.3. Oral presentation techniques: use of sequence markers, introducing, developing and concluding a topic, comparing, giving examples, contrasting, generalising, giving reasons, highlighting
- 5.4. Use of visual aids. Body language
- 5.5. Presenting and evaluating your own oral presentation

5.6. Note taking from lectures and seminars

5.6.1. Preparing for a lecture. Predicting lecture content. Understanding lecture organisation

6. Describing graphs, diagrams and statistics

6.1. Different types of graphs, diagrams and statistics

6.2. Vocabulary of graphs, diagrams and statistics

6.3. Describing an experiment: Extracting information from a text and completing data. Drawing a graph using the appropriate vocabulary

7. Listening and specialised vocabulary practice

8. Sustainable project

6. Schedule

6.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	<p>Introduction to ESP (English for Specific Purposes) Duration: 02:00 Lecture</p> <p>The Curriculum Vitae (how to write a CV) & Students' presentations Duration: 02:00 Additional activities</p>			
2	<p>CV samples & Students' presentations Duration: 02:00 Cooperative activities</p> <p>The Covering Letter Duration: 02:00 Lecture</p>			
3	<p>The Covering Letter (writing task) Duration: 02:00 Additional activities</p> <p>The Job Interview Duration: 02:00 Lecture</p>			
4	<p>Job interviews (in class) Duration: 02:00 Additional activities</p> <p>Job interviews (in class) Duration: 02:00 Additional activities</p>			
5	<p>Academic reading and writing Duration: 02:00 Cooperative activities</p> <p>Academic Reading and Writing (Writing task: summary) Duration: 02:00 Additional activities</p>			<p>Sustainable project Individual work Progressive assessment and Global Examination Presential Duration: 00:30</p>
6	<p>Oral Presentations: Part 1 Duration: 02:00 Lecture</p> <p>Writing an academical summary in class Duration: 02:00 Additional activities</p>			

7	<p>Oral Presentations: Part 2 Duration: 02:00 Additional activities</p> <p>Oral Presentations: Part 3 Duration: 02:00 Additional activities</p>			<p>Job interviews Group work Progressive assessment and Global Examination Presential Duration: 00:30</p>
8	<p>Describing graphs, diagrams and statistics Duration: 02:00 Cooperative activities</p> <p>working with the presentation of the project and Padlet Duration: 02:00 Cooperative activities</p>			
9	<p>Presentation projects Duration: 02:00 Cooperative activities</p> <p>Presentation of sustainable projects Duration: 02:00 Cooperative activities</p>			
10	<p>Written questions about the project Duration: 02:00 Additional activities</p> <p>Reading comprehension Duration: 02:00 Additional activities</p>			
11	<p>Listening comprehension and specialised vocabulary Duration: 02:00 Laboratory assignments</p> <p>How to work with Padlet to present projects Duration: 02:00 Cooperative activities</p>			
12	<p>Preparing presentations in class Duration: 02:00 Cooperative activities</p> <p>Students' presentations Duration: 02:00 Additional activities</p>			
13	<p>Students' presentations Duration: 02:00 Additional activities</p> <p>Students' presentations Duration: 02:00 Additional activities</p>			<p>Classwork and active participation: Practice of 4 skills: reading, speaking, writing and listening tasks. Other assessment Progressive assessment Presential Duration: 05:00</p>
14	<p>Listening of agriculture videos Duration: 02:00 Cooperative activities</p> <p>Study of glossary Duration: 02:00 Additional activities</p>			<p>Presentation activity Individual presentation Progressive assessment and Global Examination Presential Duration: 00:30</p>

15	<p>Review for exam Duration: 02:00 Cooperative activities</p> <p>Review of vocabulary for exam Duration: 02:00 Problem-solving class</p>			<p>Exam Written test Progressive assessment and Global Examination Presential Duration: 02:00</p>
16				
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
5	Sustainable project	Individual work	Face-to-face	00:30	25%	5 / 10	CG9 CG11 CE37 CG5 CG10
7	Job interviews	Group work	Face-to-face	00:30	10%	5 / 10	CG9 CG10 CG11 CE37 CG5
13	Classwork and active participation: Practice of 4 skills: reading, speaking, writing and listening tasks.	Other assessment	Face-to-face	05:00	10%	5 / 10	CG10 CG11 CE37 CG5 CG9
14	Presentation activity	Individual presentation	Face-to-face	00:30	15%	5 / 10	CG9 CG10 CG11 CE37 CG5
15	Exam	Written test	Face-to-face	02:00	40%	5 / 10	CG9 CG10 CG11 CE37 CG5

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
5	Sustainable project	Individual work	Face-to-face	00:30	25%	5 / 10	CG9 CG11 CE37 CG5 CG10

7	Job interviews	Group work	Face-to-face	00:30	10%	5 / 10	CG9 CG10 CG11 CE37 CG5
14	Presentation activity	Individual presentation	Face-to-face	00:30	15%	5 / 10	CG9 CG10 CG11 CE37 CG5
15	Exam	Written test	Face-to-face	02:00	40%	5 / 10	CG9 CG10 CG11 CE37 CG5

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Global exam	Written test	Face-to-face	02:00	50%	5 / 10	CG9 CG10 CG11 CE37 CG5
Presentation activity	Individual work	Face-to-face	04:00	15%	5 / 10	CG9 CG10 CG11 CE37 CG5
Sustainable project	Individual work	Face-to-face	04:00	25%	5 / 10	CG9 CG10 CG11 CE37 CG5
Job interviews	Individual work	Face-to-face	04:00	10%	5 / 10	CG10 CG11 CE37 CG5 CG9

7.2. Assessment criteria

Progressive assessment method

The evaluation of EPAC will have no eliminatory tests as it is a language, professional communication is learned and, as such, there is no theory that can be eliminated from the learning process.

Our EPAC course includes the following tasks:

- Exam (Scheduled for January 2026): This compulsory task, which will take place on the official date published on our School's website, is worth 40% of our final grade.
- Job interview (Scheduled for October 2025): This compulsory task, which can be done individually or in groups, is worth 10% of the final grade.
- Sustainability project (Scheduled for November 2025): This compulsory task, which can be done individually or in groups, is worth 25% of the final grade.
- Presentation activity (scheduled for December 2025): This compulsory task, which can be done individually or in groups, is worth 15% of the final grade.
- Classwork and active participation (throughout the semester): 10% **This percentage would not be considered in the global mark if the student does not attend classes or does not finish the tasks done in class during the semester (Listening: 0.2, cover letter 0.3, reading: 0.1, glossary participation: 0.1 and academical summary: 0.3)**
- VERY IMPORTANT: The final grade will be the sum of the components. However, to pass this course, students need to obtain at least **5 points (out of 10)** in the exam, regardless of the remaining grades.

Global assessment method

This alternative method allows the students the opportunity to do or hand in some of the above-mentioned tasks if

these have not been completed throughout the semester. It will consist of:

- Exam (Scheduled for January 2026): This compulsory task, which will take place on the official date published on our School's website, is worth 40% of our final grade.
- Job interview (Scheduled for January 2026 unless it has been already handed in in October 2025): This task, which can be done individually or in groups, is worth 10% of the final grade.
- Sustainability project (scheduled for January 2026 unless it has been already handed in in November 2025): This task, which can be done individually or in groups, is worth 25% of the final grade. This project will be assessed on the basis of the project design submitted and the subsequent explanation of the work done.
- Presentation activity (scheduled for January 2026 unless it has been already done in December 2025): This task, which can be done individually or in groups, is worth 15% of the final grade.

VERY IMPORTANT: Please, bear in mind that the percentage assigned to the Classwork and active participation component will not be included in the Global Assessment Method. Therefore, this percentage would not be considered in the global mark if the student does not attend classes and does not finish the tasks done in class during the semester.

CONVOCATORIA EXTRAORDINARIA

RESIT (July setting):

- Exam (Scheduled for July 2026): This compulsory task, which will take place on the official date published on our School's website, is worth 50% of our final grade.
- Job interview (Scheduled for July 2026 unless it has been already handed in in October or January): This compulsory task, which can be done individually or in groups, is worth 10% of the final grade.
- Sustainability project (scheduled for July 2026 unless it has been already handed in in November or January): This compulsory task, which can be done individually or in groups, is worth 25% of the final grade. This project will be assessed on the basis of the project design submitted and the subsequent explanation of the work done.

- Presentation activity (scheduled for July 2026 unless it has been already done in December or January): This compulsory task, which can be done individually or in groups, is worth 15% of the final grade.

Any work plagiarised from the internet or from any classmate will be considered failed. If it is an essential test to pass (exam or project), the result will be a fail.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Dossiers and online documents	Others	Moodle
Armer, T. (2011). Cambridge English for Scientists. Cambridge: Cambridge University Press.	Bibliography	
Craven, M. (2008). Real Listening and Speaking. Cambridge: Cambridge University Press.	Bibliography	
Downes, C. (2008). Cambridge English for Job-hunting. Cambridge: Cambridge University Press	Bibliography	
Grussendorf, M. (2007). English for Presentations. Oxford: Oxford University Press.	Bibliography	
Judge, J. (2012). The job is yours. Barcelona: Difusión, Centro de Investigación y Publicaciones.	Bibliography	
Williams, E. J. (2008). Presentations in English. Oxford: Macmillan.	Bibliography	
Williams, I. (2007). English for Science and Engineering. Boston: Heinle Cengage Learning.	Bibliography	
Padlet tool	Web resource	Visual description of the start-up on an online poster called Padlet.
Collaborative Glossary	Web resource	Technical glossary created in collaboration with all the students using Excel file of Google Drive

Listening and comprehension on English for Agriculture	Bibliography	Libro realizado por el Departamento. Reprografía.
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9. Other information

9.1. Other information about the subject

La Comisión de Calidad del Centro en su reunión de 29 de mayo de 2023 acordó aprobar la propuesta de reasignación de competencias transversales en las asignaturas de los Grados en Biotecnología, Ingeniería Alimentaria, Ingeniería Agrícola, Ingeniería Agroambiental, Ciencias Agrarias y Bioeconomía, y en el Máster Universitario en Ingeniería Agronómica.

En virtud de dicho acuerdo esta asignatura ha sido designada como Asignatura Punto Control* de la Competencia Transversal **CT 7**: Creatividad: capacidad de diseñar un sistema, componente, proceso o experimento y de resolver de manera original situaciones o problemas en el ámbito científico-técnico.?. Esto significa que tiene la obligación de recopilación de evidencias de las actividades formativas y de evaluación relacionadas con dicha **CT 7**, para su consideración en los sistemas de acreditación de la calidad del Centro.

Para ello el profesorado de la asignatura ha diseñado actividades evaluables en las que uno de los descriptores evaluadores es la creatividad (CT7). Dichas actividades son:

- Creación en grupo de una empresa start-up con fines sostenibles en la que tienen que realizar un proyecto escrito a partir de una idea original o basada en una empresa ya existente pero variando aspectos.

Esa empresa se refleja en un poster online (Padlet) que tiene que presentar la empresa de forma visual y creativa.

- Creación de una grabación de mini video de tres minutos con su propio móvil sobre una actividad, experiencia, práctica o crítica de un tema relacionado con su grado.

*Asignatura punto control (APC): aquella asignatura en la que se verificará la formación y evaluación de la competencia transversal que le corresponda.

A. The common **platform** to be used in this semester will be Moodle and Blackboard collaborate.

B. In the EPAC course we cover several **SDG goals** through the sustainable projects that the students have to do. In groups or individually they have to create a start-up for civic and sustainable purposes. As there are degrees related to food, environment, agriculture and biotechnology, almost all SDGs are covered as they are: *1. No poverty, 2. zero hunger, 3. Good health and well being, 6. Clean water and sanitation, 7. affordable and clean energy, 9. Industry, innovation and infrastructure, 11. Sustainable cities and communities, 12. Responsible consumption and production, 13. Climate action, 15. Life on land.*

C. ANEXO III DE LA NORMATIVA DE EVALUACIÓN APROBADA POR CONSEJO DE GOBIERNO EL 26 DE MAYO DE 2022:

"Para poder matricularse en esta asignatura, el estudiante deberá acreditar previamente el nivel B1 del Common European Framework of Reference for Languages establecido por el Consejo de Europa o similar en lengua inglesa. 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.