



UNIVERSIDAD
POLITÉCNICA
DE MADRID

PROCESO DE
COORDINACIÓN DE LAS
ENSEÑANZAS PR/CL/001



E.T.S. de Ing. de Caminos
Canales y P.

ANX-PR/CL/001-01

GUÍA DE APRENDIZAJE

ASIGNATURA

45000227 - Inglés

PLAN DE ESTUDIOS

04GD - Doble Grado En Ingeniería Civil Y Territorial Y En Ade

CURSO ACADÉMICO Y SEMESTRE

2025/26 - Primer semestre

Índice

Guía de Aprendizaje

1. Datos descriptivos.....	1
2. Profesorado.....	1
3. Requisitos previos obligatorios.....	2
4. Conocimientos previos recomendados.....	2
5. Competencias y resultados de aprendizaje.....	3
6. Descripción de la asignatura y temario.....	4
7. Cronograma.....	7
8. Actividades y criterios de evaluación.....	10
9. Recursos didácticos.....	13
10. Otra información.....	14

1. Datos descriptivos

1.1. Datos de la asignatura

Nombre de la asignatura	45000227 - Inglés
No de créditos	6 ECTS
Carácter	Obligatoria
Curso	Tercero curso
Semestre	Quinto semestre
Período de impartición	Septiembre-Enero
Idioma de impartición	Inglés/Castellano
Titulación	04GD - Doble Grado en Ingeniería Civil y Territorial y en ADE
Centro responsable de la titulación	04 - E.T.S. De Ing. De Caminos Canales Y P.
Curso académico	2025-26

2. Profesorado

2.1. Profesorado implicado en la docencia

Nombre	Despacho	Correo electrónico	Horario de tutorías *
Slavka Madarova (Coordinador/a)	476	s.madarova@upm.es	Sin horario. Tutoring schedule available at the start of the semester; appointments should be requested via email.

* Las horas de tutoría son orientativas y pueden sufrir modificaciones. Se deberá confirmar los horarios de tutorías con el profesorado.

3. Requisitos previos obligatorios

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 Doble Grado En Ingeniería Civil Y Territorial Y En Ade no tiene definidos requisitos para esta asignatura.

4. Conocimientos previos recomendados

4.1. Asignaturas previas que se recomienda haber cursado

El plan de estudios Doble Grado en Ingeniería Civil y Territorial y en ADE no tiene definidas asignaturas previas recomendadas para esta asignatura.

4.2. Otros conocimientos previos recomendados para cursar la asignatura

- To enroll in this course, students must provide prior certification of B1 level in English according to the Common European Framework of Reference for Languages (CEFR) established by the Council of Europe, or an equivalent qualification.
- To pass the course, students must provide proof of B2 level at least five working days before the date of the ordinary exam session [convocatoria ordinaria] or resit exam session [convocatoria extraordinaria], as applicable.

5. Competencias y resultados de aprendizaje

5.1. Competencias

04GC. CT4 - Capacidad de preparar y presentar con efectividad comunicaciones orales, escritas y gráficas. Completa el desarrollo de la competencia transversal 4ª del real decreto y desarrolla la competencia transversal 2ª de la normativa UPM.

04GC. CT5 - Polivalencia y capacidad de aprendizaje autónomo. Desarrolla la competencia transversal 5ª del real decreto.

04GC. CT7 - Comprensión y capacidad de utilización de los servicios de información y comunicación que ofrece INTERNET, en particular las plataformas telemáticas UPM de apoyo a la docencia. Desarrolla la competencia transversal 3ª de la normativa UPM.

04GC. CT8 - Capacidad de comunicación técnica oral y escrita en lengua inglesa, con acreditación previa del nivel B2 del Common European Framework of Reference for Languages.

30AD. CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

30AD. G03 - Que los estudiantes sean capaces de comunicar conocimientos y conclusiones del ámbito de la administración y dirección de empresas, tanto de forma oral como escrita, a públicos especializados y no especializados, expresándose de manera fluida y sin ambigüedades.

30AD. G04 - Que los estudiantes sean capaces de trabajar en un entorno bilingüe (inglés-castellano) propio del ámbito de la administración y dirección de empresas.

5.2. Resultados del aprendizaje

RA44 - RA12 - RA99 - Desarrollar la capacidad de búsqueda, almacenamiento y tratamiento de la información para la toma de decisiones y el aprendizaje autónomo

RA3 - Prepara y presenta exposiciones orales y escritas

RA173 - RA2 - Escuchar, negociar, persuadir y defender argumentos oralmente o por escrito

RA213 - RA173 - Comunicación oral y escrita. Capacidad de comunicación a través de la palabra y la imagen.

RA188 - RA6 - Poder exponer y comunicar sus ideas y reflexiones tanto de forma oral como escrita.

RA210 - RA100 - Poder exponer y comunicar las soluciones a los problemas tanto de forma oral como escrita.

RA182 - RA05 - Buscar información, su análisis, interpretación, síntesis y transmisión

RA45 - RA13 - RA193 - RA1 - Trabajo en equipo

6. Descripción de la asignatura y temario

6.1. Descripción de la asignatura

This course, related to **EPAC (English for Academic and Professional Communication)**, is designed to equip students in Civil Engineering and Business Administration with a comprehensive and practical command of English tailored to academic and professional contexts in both fields. Unlike general English courses that treat the language as a basic tool, EPAC emphasizes the specialized and applied use of English in real-world scenarios relevant to each discipline. Students will engage in the analysis, simulation, and communication of technical and business-related content, developing the linguistic and communicative competencies essential for success in both academic and workplace environments. The course integrates all four core language skills - **reading, writing, listening, and speaking** - with additional emphasis on **translation**, learning new expressions, and the expansion of **technical vocabulary** relevant to civil engineering and business administration. Authentic materials and case-based tasks reflect the language demands of both disciplines. Civil Engineering topics include concrete, foundations, dams, bridges, highways, tunnels, mathematical formulae, and infographics. Business Administration content focuses on key concepts, terminology, and problem-solving expressions used in professional and academic contexts. Throughout the semester, students will explore nine main themes, integrating all six skill areas (reading, writing, listening, speaking, translation, and technical terminology) in a practical and contextualized manner:

1. *Introduction - The engineering and business professions; surveying*
2. *Infographics & Math Language - Shapes, expressions, and pronunciation*
3. *Technical Writing - Essays, abstracts, and formal register*
4. *Oral Presentations - Public speaking and delivery techniques in both fields*
5. *Civil Structures I - Concrete and foundations*
6. *Civil Structures II - Dams and bridges; report writing*
7. *Civil Structures III - Highways and tunnels*
8. *Professional Communication - CVs, cover letters, and job interviews in Civil Engineering and Business Administration*
9. *Workplace Writing - Emails and memorandums*

By the end of the course, students will be able to navigate academic and professional environments in English with confidence, precision, and fluency, enhancing their competitiveness in both the engineering and business sectors.

6.2. Temario de la asignatura

1. Reading skills in academic and professional English for civil engineering and business
 - 1.1. Locating main and subsidiary information in complex sentences, paragraphs and texts. Reading techniques: scanning and skimming. Identifying coherence and cohesion in civil engineering and business texts.
 - 1.2. Analyzing Internet websites: critical evaluation.
 - 1.3. Predicting meaning from context in civil engineering and business texts.
 - 1.4. Interpreting charts, graphs, diagrams and tables. Describing different trends in graphic information.
2. Writing skills in academic and professional English for civil engineering and business
 - 2.1. Summarizing information from a civil engineering and a business text.
 - 2.2. Practising useful sequence signalling markers and connectors in a process description. Analyzing the cause-effect relationship in civil engineering and business texts.
 - 2.3. Basic principles of essay writing. Revising different types of essays: descriptive, argument, analytical,

evaluative, personal experience, reflective.

2.4. Developing written accuracy: punctuation, spelling, cohesive and coherent devices, precise selection of terms.

2.5. The report layout: abstract, introduction, method, materials results and discussion, conclusion and bibliographical references. Writing a civil engineering report. Writing a business proposal

2.6. The layout of letters in academic and professional contexts: addresses, salutation, main body ending and closing stages. Professional writing (résumés and cover letters).

2.7. Referencing bibliographical sources in civil engineering and business.

3. Listening skills in academic and professional English for civil engineering and business

3.1. Listening to lectures.

3.2. Predicting lecture content from the introduction.

3.3. Identifying main and subsidiary ideas. Digressions.

3.4. Note taking using abbreviations and symbols.

3.5. Organizing notes.

4. Speaking skills in academic and professional English for civil engineering and business

4.1. Pronunciation: learning the phonemic symbols (phonetic transcription practice). Practicing pronunciation of technical terms and expressions.

4.2. Oral presentations in civil engineering and in business contexts. Using the correct intonation, voice modulation, eye contact and body language. Audience awareness.

4.3. Developing communicative strategies focused on the purpose, organizational aspects and linguistic features.

4.4. Presenting information orally from texts and graphs.

4.5. Preparing a job interview.

5. Translation skills in academic and professional English for civil engineering and business

5.1. Clarity and accuracy in civil engineering and business translations. Interpreting and translating civil engineering and business texts from English into Spanish and from Spanish into English.

5.2. Avoiding use of Spanglish.

6. English terminology in academic and professional English for civil engineering and business

6.1. Linguistic competence (grammar and specific vocabulary).

7. Cronograma

7.1. Cronograma de la asignatura *

Sem	Actividad tipo 1	Actividad tipo 2	Tele-enseñanza	Actividades de evaluación
1	Tema 1. Introduction - The Engineering profession. Surveying. Practical Activities. Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas			
2	Tema 2. Infographics in Business and Technical Contexts. Geometric shapes. Mathematical expressions. Appropriate Vocabulary, Special Expressions and Grammar. Pronunciation of Civil Engineering and Business common terms and expressions. Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas			
3	Tema 3. Writing Civil Engineering essays. Writing abstracts. Register use in formal contexts. Practical Tasks. Academic writing feedback. Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas			
4	Tema 3. (cont.) Writing Civil Engineering essays. Writing abstracts. Register use in formal contexts. Practical Tasks. Academic writing feedback. Duración: 04:30 OT: Otras actividades formativas / Evaluación			Write an abstract/essay PI: Técnica del tipo Presentación Individual Evaluación Progresiva Presencial Duración: 02:00
5	Tema 4. Oral presentations: Preparation and delivery. Public speaking in Civil Engineering and Business. Preparation; Timing; Body language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Practice and Feedback. Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas			
6	Tema 4. (cont.) Oral presentations: Preparation and Delivery. Public speaking in Civil Engineering and Business. Preparation; Timing; Body Language; Slides; Content; Fluency; Grammar; Confidence; Eye Contact. Practice and Feedback. Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas			

7	<p>Tema 5. Building Civil structures 1: Concrete and Foundations. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc. Prepositions Practice in Business.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			<p>Oral presentations PG: Técnica del tipo Presentación en Grupo Evaluación Progresiva Presencial Duración: 02:00</p>
8	<p>Tema 5. (cont.) Building Civil structures 1: Concrete and Foundations. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc. Prepositions Practice in Business.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			
9	<p>Tema 6. Building Civil Structures 2: Dams and Bridges. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc. Prepositions Practice in Business. Reports. Types and Written Practice. Research online material.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			
10	<p>Tema 6.(cont.) Building Civil Structures 2: Dams and Bridges. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc Prepositions Practice in Business. Reports.Types and Written Practice. Research material online.</p> <p>Duración: 04:30 OT: Otras actividades formativas / Evaluación</p>			<p>Write an Engineering report PI: Técnica del tipo Presentación Individual Evaluación Progresiva Presencial Duración: 02:00</p>
11	<p>Tema 7. Building Civil structures 3: Highways and Tunnels. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc. Prepositions Practice in Business.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			
12	<p>Tema 7. (cont.) Building Civil structures 3: Highways and Tunnels. Practical Activities. Video Comprehension. Fill in the gaps, True/False, Multiple Choice, etc. Prepositions Practice in Business.</p> <p>Duración: 04:30 OT: Otras actividades formativas / Evaluación</p>			<p>Civil Engineering Vocabulary test PI: Técnica del tipo Presentación Individual Evaluación Progresiva Presencial Duración: 02:00</p>
13	<p>Tema 8. Preparing Cover letters, CVs, Job interviews. Professional World. The Business Environment. Main features of the job market in Civil Engineering. Writing CVs and Cover Letters: Structure, Content, Grammar, Vocabulary, Wording and Register.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			

14	<p>Tema 8. (cont.) Preparing Cover letters, CVs, Job interviews. Professional World. The Business Environment. Main features of the job market. in Civil Engineering. Writing CVs and Cover Letters.</p> <p>Duración: 04:30 OT: Otras actividades formativas / Evaluación</p>			<p>Write a cover letter</p> <p>PI: Técnica del tipo Presentación Individual Evaluación Progresiva Presencial Duración: 02:00</p>
15	<p>Tema 9. Emails and memorandums. Practical Activities.</p> <p>Duración: 04:30 AC: Actividad del tipo Acciones Cooperativas</p>			
16				
17				<p>Global Evaluation Test (January exam call)</p> <p>EX: Técnica del tipo Examen Escrito Evaluación Global Presencial Duración: 03:00</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.

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
4	Write an abstract/essay	PI: Técnica del tipo Presentación Individual	Presencial	02:00	20%	5 / 10	30AD. CB04 04GC. CT5 04GC. CT8
7	Oral presentations	PG: Técnica del tipo Presentación en Grupo	Presencial	02:00	20%	5 / 10	30AD. CB04 30AD. G03 30AD. G04 04GC. CT4 04GC. CT8
10	Write an Engineering report	PI: Técnica del tipo Presentación Individual	Presencial	02:00	20%	5 / 10	30AD. CB04 30AD. G03 30AD. G04 04GC. CT5 04GC. CT7 04GC. CT8
12	Civil Engineering Vocabulary test	PI: Técnica del tipo Presentación Individual	Presencial	02:00	20%	5 / 10	04GC. CT8 04GC. CT5 04GC. CT7
14	Write a cover letter	PI: Técnica del tipo Presentación Individual	Presencial	02:00	20%	5 / 10	30AD. G03 30AD. G04 04GC. CT4 04GC. CT8

8.1.2. Prueba evaluación global

Sem	Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
17	Global Evaluation Test (January exam call)	EX: Técnica del tipo Examen Escrito	Presencial	03:00	100%	5 / 10	30AD. CB04 30AD. G03 30AD. G04 04GC. CT4 04GC. CT5 04GC. CT7 04GC. CT8

8.1.3. Evaluación convocatoria extraordinaria

Descripción	Modalidad	Tipo	Duración	Peso en la nota	Nota mínima	Competencias evaluadas
Global Evaluation Test (June exam call)	EX: Técnica del tipo Examen Escrito	Presencial	03:00	100%	5 / 10	30AD. CB04 30AD. G03 30AD. G04 04GC. CT4 04GC. CT5 04GC. CT7 04GC. CT8

8.2. Criterios de evaluación

To enroll in this course, students must provide prior certification of B1 level in English according to the Common European Framework of Reference for Languages (CEFR) established by the Council of Europe, or an equivalent qualification.

To pass the course, students must provide proof of B2 level at least five working days before the date of the ordinary exam session [convocatoria ordinaria] or resit exam session [convocatoria extraordinaria], as applicable. Failure to do so will result in a maximum grade of 4.0 in the ordinary exam session and a grade of Absent [No Presentado] in the resit exam session.

By default, the evaluation system is progressive, based on the assessments specified in the corresponding section. To pass the course, students must:

- Complete all five mandatory partial assessments
- Obtain a minimum grade of 5 in each
- Attend at least 70 - 80% of the total class hours

If any of these requirements are not met, the student must take the global evaluation test [Prueba de Evaluación Global].

Students who fail any part of the course content must also take the global evaluation test in its entirety.

Students may opt for a global evaluation [evaluación global] by submitting a written request (form/email) to the Course Coordinator within two weeks from the start of the course. In this case, the global evaluation test will account for 100% of the final grade.

The resit exam session [convocatoria extraordinaria] will follow the same criteria as the global evaluation.

The global evaluation test includes both a written and an oral component.

Exam content includes:

- Reading comprehension of technical texts in Civil Engineering
- Grammatical and discourse features of the English language
- Vocabulary from the course units
- Listening comprehension
- Writing a technical text related to Civil Engineering

9. Recursos didácticos

9.1. Recursos didácticos de la asignatura

Nombre	Tipo	Observaciones
Printed and Digital Texts: Monolingual English dictionaries and bilingual English - Spanish / Spanish - English dictionaries, along with learning materials developed on platforms such as Moodle.	Bibliografía	Involves the use of specialised texts, along with a range of technical and general English dictionaries.
Webpages, YouTube	Recursos web	Websites and videos from major civil engineering firms are used as authentic materials to analyse corporate objectives, organisational structures, and representative projects.
Multimedia Classroom	Equipamiento	Specialised internet research and practical tasks to support and reinforce class content are conducted in the Multimedia Classroom, equipped with the necessary resources for individual and collaborative work.

10. Otra información

10.1. Otra información sobre la asignatura

- This course aligns with several United Nations Sustainable Development Goals (SDGs), particularly:

SDG 4: Quality Education - by promoting the learning of foreign languages for academic and professional purposes.

SDG 9: Industry, Innovation, and Infrastructure - by focusing on technical language related to sustainable infrastructure and innovative technologies.

SDG 8: Decent Work and Economic Growth - by preparing students to access global job opportunities through enhanced linguistic and communicative skills.

- This course focuses on civil engineering topics with an emphasis on environmental awareness and sustainability.

- The original Spanish version of the following paragraph is included to avoid any misinterpretation of official institutional regulations. It refers to the official language and wording of the University's evaluation policy, which students are required to follow:

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 (Normativa de evaluación del aprendizaje en las titulaciones oficiales de Grado y Máster universitario de la Universidad Politécnica de Madrid, aprobada en Consejo de Gobierno de 26 de mayo de 2022).