



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingenieros de
Telecomunicacion

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

95000011 - Inglés I

DEGREE PROGRAMME

09TT - Grado En Ingenieria De Tecnologias Y Servicios De Telecomunicacion

ACADEMIC YEAR & SEMESTER

2025/26 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	95000011 - Inglés I
No of credits	3 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3
Tuition period	September-January
Tuition languages	English
Degree programme	09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion
Centre	09 - E.T.S. De Ingenieros De Telecomunicacion
Academic year	2025-26

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Marta Peinado Lopez	C 204	marta.peinado@upm.es	Sin horario. To be confirmed
Maria De La Nava Maroto Garcia (Subject coordinator)	C-204	mariadelanava.maroto@upm .es	Sin horario. To be confirmed
Javier Herrero Ruiz	C-204	javier.herrero@upm.es	Sin horario. To be confirmed

Cristina Zimbroianu	C-204	cristina.zimbroianu@upm.es	Sin horario. To be confirmed
Maria Estefania Aviles Mariño	C-204	estefania.aviles@upm.es	Sin horario. To be confirmed

* 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. Prior knowledge recommended to take the subject

4.1. Recommended (passed) subjects

The subject - recommended (passed), are not defined.

4.2. Other recommended learning outcomes

- In order to enrol for this course, students are required to present at least an approved certificate of B1 (CEFR) level of English. However, 5 days prior to the exam, students must certify a B2 level; otherwise, they will not be allowed to take the exam

- Certificado nivel B2 de lengua inglesa

5. Skills and learning outcomes *

5.1. Skills to be learned

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

5.2. Learning outcomes

RA31 - Capacidad de trabajo en grupo

RA30 - Capacidad de comunicación, tanto oral como escrita, en entornos multilingües

* 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

Theoretical sessions: teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension for the students. These sessions are recorded and will be watched by students before the corresponding practical session, following a flipped-classroom methodology. Other methodological approaches followed in this course are: TASK-BASED, LEARNING BY DOING and COMMUNICATIVE approaches.

Workshops: activities will be focused on analysing and producing professional texts of various types following the requirements of technical writing.

Individual and group assignments: students will have to work on and hand in different individual assignments along the semester, such as summaries, abstracts or application letter and group assignments like an oral presentation and written project proposal. At the beginning of each lesson, each student completes a questionnaire on the content they have reviewed before the face-to-face session.

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 reading comprehension of specialized texts in the field of telecommunication, students will get familiarized with the terminology of the telecommunication field.

6.2. Syllabus

1. Academic and professional writing: learning the basics (weeks 1 and 2)
 - 1.1. How to write accurate, objective, clear and concise texts
 - 1.2. Terms and other lexical features of academic and professional texts
2. Adapting your texts to different settings: Purpose, audience and context (week 3)
3. Formal vs. informal texts: e-mail writing (week 4)
4. Developing an academic or professional text (weeks 5, 6, 7)
 - 4.1. Paragraph and text structure: patterns
 - 4.2. Writing an abstract
 - 4.3. Introducing academic and professional texts
 - 4.4. Developing communicative strategies:
 - 4.4.1. Definition
 - 4.4.2. Classification
 - 4.4.3. Physical and process description
 - 4.4.4. Figure and graph description
 - 4.5. Concluding academic and professional texts
5. Developing different text types: technical report/memorandum, letters of application and motivation (weeks 12 and 13)
 - 5.1. The technical report
 - 5.2. Letter of application / motivation

7. Schedule

7.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1		<p>Course introduction. Programme and tasks to be handed in throughout the course. Duration: 01:00 Lecture</p> <p>Academic and professional writing: learning the basics Duration: 01:00 Lecture</p>		
2		<p>Terms and other lexical features of academic and professional texts. Duration: 00:30 Lecture</p> <p>Practical session with exercises on audience, purpose, register and vocabulary Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
3		<p>Adapting your texts to different settings: purpose, audience and context Duration: 00:30 Lecture</p> <p>Practical session with exercises Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
4		<p>Formal vs. informal texts: e-mail writing Duration: 00:30 Lecture</p> <p>Practical session with exercises and activities on e-mail writing Duration: 01:00 Problem-solving class</p>		<p>Workshop: E-mail writing activity (1st non-recoverable task) Group work Progressive assessment Presential Duration: 00:30</p>
5		<p>Paragraph and text structure patterns Duration: 00:30 Lecture</p> <p>Practical session: exercises and activities on the structure of paragraphs and the topic sentence. Duration: 01:00 Problem-solving class</p>		

6		<p>Writing an abstract Duration: 00:30 Lecture</p> <p>Practical session: Writing and abstract Duration: 01:00 Problem-solving class</p>		<p>Workshop: writing an abstract (2nd non-recoverable task) Individual work Progressive assessment Presential Duration: 00:30</p>
7		<p>Practical session on Academic and Professional documents: The Abstract + Application and Motivation Letters Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
8		<p>MID-TERM EXAMS Duration: 00:00 Additional activities</p>		
9		<p>Communicative strategies (1): Definition and Classification Duration: 00:30 Lecture</p> <p>Practical session on identifying and writing different types of definition and classifying expressions Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
10		<p>Communicative strategies (2): Physical and Process description Duration: 00:30 Lecture</p> <p>Practical session on physical and process description of telecommunication devices and mechanisms Duration: 01:00 Problem-solving class</p>		<p>Workshop: Figure and graph description (3rd non-recoverable task) Individual work Progressive assessment Presential Duration: 00:30</p>
11		<p>Figure and graph description Duration: 00:30 Lecture</p> <p>Practical session with exercises on figure and graph description Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
12		<p>Concluding academic and professional texts. Duration: 00:30 Lecture</p> <p>Practical session with exercises on conclusion strategies Duration: 01:00 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>

13		<p>Developing different text types: technical report / memorandum Duration: 01:00 Problem-solving class</p> <p>Practical session: writing a memorandum / technical report Duration: 00:30 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
14		<p>Developing different text types: letters of application and motivation Duration: 01:30 Problem-solving class</p>		<p>Workshop: individual questionnaire and/or activities aimed at improving writing skills Individual work Progressive assessment Presential Duration: 00:30</p>
15		<p>Final exam for progressive assessment students. Duration: 02:00 Additional activities</p>		
16				
17				<p>Written Global exam 40%. Reading with exercises on comprehension, use of language and discourse organization (20%)+ Questionnaires on the contents taught during the course (20%) Written test Progressive assessment Presential Duration: 02:00</p> <p>WRITTEN GLOBAL EXAM 40%. (Reading+ use of language) WRITING TASK (30%): written project proposal Individual work Global examination Presential Duration: 04:00</p>

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.

8. Activities and assessment criteria

8.1. Assessment activities

8.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
2	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
3	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
4	Workshop: E-mail writing activity (1st non-recoverable task)	Group work	Face-to-face	00:30	10%	5 / 10	CG6 CG8
6	Workshop: writing an abstract (2nd non-recoverable task)	Individual work	Face-to-face	00:30	10%	5 / 10	CG6 CG8
7	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
9	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
10	Workshop: Figure and graph description (3rd non-recoverable task)	Individual work	Face-to-face	00:30	10%	5 / 10	
11	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
12	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
13	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
14	Workshop: individual questionnaire and/or activities aimed at improving writing skills	Individual work	Face-to-face	00:30	3%	/ 10	CG6 CG8
17	Written Global exam 40%. Reading with exercises on comprehension, use of language and discourse organization (20%)+ Questionnaires on the contents taught during the course (20%)	Written test	Face-to-face	02:00	40%	5 / 10	CG8 CG6

8.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	WRITTEN GLOBAL EXAM 40%. (Reading+ use of language) WRITING TASK (30%): written project proposal	Individual work	Face-to-face	04:00	70%	5 / 10	CG8 CG6

8.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
WRITTEN GLOBAL EXAM (60%): Reading with exercises on comprehension, use of language and discourse organization. WRITING TASK (30%): a written academic or professional document (Project proposal). QUESTIONS ON THE WRITTEN PROJECT PROPOSAL (10%).	Written test	Face-to-face	04:00	100%	5 / 10	CG6 CG8

8.2. Assessment criteria

PROGRESSIVE ASSESSMENT:

1. In-class participation in face-to-face activities (30%): 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 non-recoverable, that is, they cannot be re-done. They may include, among others: reading and analysis of texts, writing of academic and professional documents, such as e-mails, abstracts, graph descriptions, peer correction activities, group discussion for analysis of written documents and tasks done by the students, mini-tests based on reading activities, etc. There will be three special non-recoverable tasks on weeks 4 (e-mail writing), 6 (abstract) and 10 (figure and graph description).

2. Group task, written project that is recoverable (30%): To pass the subject, students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task must be submitted within the deadline set and can only be re-done before the final exam date. The task to be re-done, either because it was failed or because it was not submitted in due time, shall be submitted a week prior to the exam.

3. Written test (40%): Reading and use of English tests 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 task and the written test (Reading and use of English) must be PASSED separately to PASS the subject.

GLOBAL ASSESSMENT:

Students failing to meet the requirements for progressive assessment will have to perform the group written task (project proposal) related to a telecommunication topic in order to acquire all the competences of the subject. In addition, a written test must be done according to the description below. Thus, evaluation through global assessment will be carried out considering all the evaluation techniques applied in the progressive assessment.

Ordinary Call:

- **A written test** that includes all the contents of the course (40%): reading and use of English tests covering all the aspects worked on during the course. **All the exam parts must be separately passed. Failing one of the exam parts implies retaking the full exam again in the extraordinary call.**

- **Written Task** (project proposal) (30%): students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task shall be submitted a week prior to the exam.

Both the written test and the written task (project proposal) must be PASSED separately to PASS the subject. **Failing the written task and/or one of the exam parts implies retaking the full exam again in the extraordinary call.**

Extraordinary Call:

- A written test that includes all the contents of the course (60%): reading and use of English tests covering all the aspects worked on during the course. All the exam parts must be separately passed. A failing in one of the exam parts implies retaking the full exam again in the extraordinary call.

- Written Task (project proposal) (30%): students will be asked to complete a compulsory written task (e.g. a project proposal or an academic or professional document), according to the guidelines and date established by the Department. This task shall be submitted a week prior to the exam.

- **QUESTIONS ON THE WRITTEN PROJECT PROPOSAL (10%):** on the day of the examination, students are asked questions on the topic of the project proposal.

All parts of the exam must be PASSED separately to PASS the subject.

Any task delivery may require a supplementary oral assessment by the teacher to validate that it has been actually completed by the learner without using any AI systems.

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 OF 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 not be allowed to do the written test. Besides, they will be assessed with a FAILING (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.
- Global assessment in the ordinary call is scored with 70% because 30% corresponds to in-class participation in face-to-face activities that are non-recoverable since class attendance is deemed essential in order to develop reading and writing skills and assess ability in written communication and the soft skills associated to this course. In the extraordinary call students can reach 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 other electronic sources to find information to answer the questions during the exam is forbidden and this will imply a FAIL in the subject .

9. Teaching resources

9.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	All the study materials used in the course (recorded lessons, worksheets with exercises, tasks descriptions, academic and professional texts and articles, etc.) will be available on the platform
Material elaborated and recorded by the department staff from the ETSIT	Others	Available in Moodle and in UPMDRIVE. The recorded material will be subject to a CC license.
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliography	
D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliography	
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliography	
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliography	Professional English Series
M. Duque García: Manual de Estilo. El Arte de escribir en Inglés Científico Técnico. TPT Paraninfo 2000	Bibliography	
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliography	The words and phrases you need to succeed.

M. Hewings: Cambridge Academic English. Upper Intermediate. Cambridge:2012	Bibliography	An integrated skills course for EAP
BBC Learning English	Web resource	https://www.bbc.co.uk/learningenglish/
Wired Magazine	Web resource	https://www.wired.com/
Academic Phrasebank	Web resource	https://www.phrasebank.manchester.ac.uk/
Purdue Online Writing Lab	Web resource	https://www.phrasebank.manchester.ac.uk/

10. Other information

10.1. Other information about the subject

Accredited B2 level in English according to the Common European Framework of Reference for Languages is a **MANDATORY REQUIREMENT** to pass this course. Students are allowed to enroll in case they possess a B1 level certification but they need to obtain a B2 level certification during the semester and provide a B2 level official certificate up to 5 days before the written exam and global exam. These rules apply to progressive assessment and to ordinary and extraordinary calls.

The proposed schedule is a theoretical planning and is subject to changes during the course.

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 (week-ends and holidays excluded)**. Students are encouraged to use their **corporate e-mail address** (@alumnos.upm.es). If necessary, periodical communication with class delegates will be held as a follow-up of the course.

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 preferred platform will be Zoom.

Sustainable Development Goals (SDG)

Unit 2, focused on style, involves pursuing goal 5 (gender equality) in the use of non-sexist language.

In the compulsory written task, students will be asked to put forward a project proposal based on topics pursuing to contribute to achieve some of the SDGs.

The texts selected for the readings will bear in mind SDG, specially goal 9 (industry, innovation and infrastructure), goal 11 (Sustainable cities and communities), and goal 13 (Climate change). Likewise, goal 3 (Good health and well-being), goal 4 (Quality education) and goal 5 (Gender equality), will be directly pursued during the course.