



POLITÉCNICA

INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Ingenieros
Informáticos

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

105000046 - Building Up Communications Skills

DEGREE PROGRAMME

10II - Grado En Ingenieria Informatica

ACADEMIC YEAR & SEMESTER

2025/26 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	105000046 - Building Up Communications Skills
No of credits	3 ECTS
Type	Optional/elective
Academic year of the programme	Third year
Semester of tuition	Semester 5
Tuition period	September-January
Tuition languages	English
Degree programme	10II - Grado en Ingeniería Informática
Centre	10 - E.T.S. De Ingenieros Informáticos
Academic year	2025-26

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Elena Montiel Ponsoda	6004	elena.montiel@upm.es	Tu - 12:00 - 15:00 Th - 12:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.
Jelena Bobkina Lukascuka (Subject coordinator)	6004	jelena.bobkina@upm.es	W - 10:00 - 15:00 Th - 14:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del

			curso.
Hanane Benali Taouis	6004	hanane.benali@upm.es	Tu - 11:00 - 15:00 Th - 13:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.
Patricia Martin Chozas	6204	patricia.martin@upm.es	Tu - 14:00 - 15:00 Th - 14:00 - 15:00 Appointment to be requested by email. Thank you
Almudena Diaz Garcia	6004	almudena.diaz@upm.es	M - 08:00 - 08:15 Appointment to be requested by email.

* 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

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

3.2. Other recommended learning outcomes

- It is advisable to have a B1 in English

4. Skills and learning outcomes *

4.1. Skills to be learned

CG-13/CE55 - Capacidad de comunicarse de forma efectiva con los compañeros, usuarios (potenciales) y el público en general acerca de cuestiones reales y problemas relacionados con la especialización elegida.

CG-2/CE45 - Capacidad para el aprendizaje autónomo y la actualización de conocimientos, y reconocimiento de su necesidad en el área de la informática.

CG-24/25/26/27 - Capacidad para trabajar en el contexto internacional, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

4.2. Learning outcomes

RA280 - Obtención de las competencias lingüísticas comunicativas (comprensión, expresión, etc.) habladas y escritas en entornos académicos/profesionales nacionales/internacionales.

* 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 main objective of this course is to prepare students for a B2 level in the TOEIC exam, with emphasis on listening and reading skills.

Students seeking to obtain the B2 level are strongly encouraged to register in this course, as this is the required minimum level to enroll in the compulsory course "English for Professional and Academic Communication".

All students at Universidad Politécnica de Madrid have the chance to take the TOEIC exam (listening and reading skills) under the SAI (Sistema de Acreditación Interna) scheme, to obtain a certificate of this level, should they need it.

The course book will be announced to the students at the beginning of the course.

5.2. Syllabus

1. Module 1. introduction to the TOEIC exam
2. Module 2. Listening comprehension strategies
3. Module 3: Reading comprehension strategies
4. Module 4: TOEIC Practice and Test Strategies

6. Schedule

6.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	Introduction to the course Duration: 02:00 Lecture			
2	Introduction to TOEIC. Understanding the structure and format of the TOEIC test. Duration: 02:00 Problem-solving class			
3	Diagnostic test and self-assessment. Time management strategies. Duration: 02:00 Problem-solving class			
4	Listening comprehension I. Photographs (TOEIC Part 1). Duration: 02:00 Problem-solving class			
5	Listening comprehension II. Question-Response (TOEIC Part 2). Duration: 02:00 Problem-solving class			
6	Listening comprehension III. Conversations (TOEIC Part 3). Duration: 02:00 Problem-solving class			
7	Listening comprehension IV. Talks (TOEIC Part 4). Duration: 02:00 Problem-solving class			
8	Mid-term review. Duration: 02:00 Problem-solving class			
9	Reading comprehension I. Sentence completion (TOEIC Part 5). Duration: 02:00 Problem-solving class			
10	Reading comprehension II. Text completion (TOEIC Part 6). Duration: 02:00 Problem-solving class			
11	Reading comprehension III. Emails, notices, advertisements, articles (TOEIC Part 7). Duration: 02:00 Problem-solving class			

12	Revision:Applying learned skills in full-length TOEIC simulations. Duration: 02:00 Problem-solving class			
13	End-of-semester exam (evaluación progresiva) Duration: 02:00 Problem-solving class			End-of-semester exam (evaluación progresiva) Written test Progressive assessment Presential Duration: 02:00
14				
15				
16				
17				Evaluación global Written test Global examination Presential Duration: 02:00

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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
13	End-of-semester exam (evaluación progresiva)	Written test	Face-to-face	02:00	100%	5 / 10	CG-24/25/26/27 CG-2/CE45 CG-13/CE55

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Evaluación global	Written test	Face-to-face	02:00	100%	5 / 10	CG-2/CE45 CG-13/CE55 CG-24/25/26/27

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Extraordinary Assessment students will sit a final written exam in TOEIC format (100% of the grade).	Written test	Face-to-face	02:00	100%	5 / 10	CG-2/CE45 CG-13/CE55 CG-24/25/26/27

7.2. Assessment criteria

In the **Progressive Assessment** option, students will be evaluated by an end-of-semester exam in the TOEIC test format in week 14 (100% of the grade). Participation in class or in online sessions will be positively considered in the evaluation.

The **Global Assessment** option will consist of a final written exam in the TOEIC test format (100% of the grade).

Extraordinary Assessment students will sit a final written exam in TOEIC format (100% of the grade).

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
How English works	Bibliography	
A Practical English Grammar	Bibliography	
Diccionarios español-inglés, inglés español	Bibliography	
OXFORD TACTICS. TOEIC LISTENING AND READING TEST	Bibliography	
BBC learnign English	Web resource	
The Voice of America	Web resource	
Target score. A communicative course for TOEIC Test preparation.	Bibliography	

9. Other information

9.1. Other information about the subject

Communication with your tutors will be held by email and/or virtual meetings by appointment, preferably within the time slot of the official office hours.

This course strongly contributes to the 2030 Agenda for Sustainable Development Goals (SDG) in the following ways:

Goal number 4. Quality education, in the sense of encouraging students lifelong learning using foreign languages;

Goal number 5. Gender equality, by promoting class debates around prominent female researchers, scientists, and engineers;

Goal number 9. Industry, innovation, and infrastructure, by encouraging students to research technological advances that may have an impact on society.

The innovative methodologies applied in this course are primarily collaborative learning (students work in groups to solve activities, engage in dialogues, etc.) and gamification (quizzes, games).