



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S.I. Topografía, geodesia, cartografía

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

125000448 - English For Professional And Academic Communicatio

### DEGREE PROGRAMME

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

### ACADEMIC YEAR & SEMESTER

2025/26 - Semester 2

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	125000448 - English For Professional And Academic Communicatio
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7 Semester 8
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	12TG - Grado en Ingenieria de las Tecnologias de la Informacion Geoespacial
<b>Centre</b>	12 - E.T.S.I. Topografía, geodesia, cartografía
<b>Academic year</b>	2025-26

## 2. Faculty

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### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
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 required to take the subject

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#### 3.1. Prerequisite (passed) subjects

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#### 3.2. Other required learning outcomes

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

### 4. Prior knowledge recommended to take the subject

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#### 4.1. Recommended (passed) subjects

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

#### 4.2. 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)

## 5. Skills and learning outcomes \*

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### 5.1. 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.

### 5.2. 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.

## 6. Brief description of the subject and syllabus

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### 6.1. 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 professional Topography domain.

### 6.2. 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

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

#### 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

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

#### 4. WRITING MODULE

##### 4.1. PRESENTATION OUTLINE AND TECHNICAL REPORT

##### 4.2. PRESENTATION SCRIPT

##### 4.3. COMPARATIVE SUMMARY

#### 4.4. THE COVER LETTER

## 7. Schedule

### 7.1. Subject schedule\*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	<b>TEMA 1. GRAMMAR REVISION</b> Duration: 04:00 Cooperative activities			
2	<b>TEMA 1. UNDERSTANDING THE GRAMMAR OF FORMAL TEXTS</b> Duration: 04:00 Cooperative activities			
3	<b>TEMA 1. GRAMMAR PATTERNS</b> Duration: 04:00 Lecture			
4	<b>TEMA 2. LISTENING TO LECTURES</b> Duration: 02:00 Cooperative activities  <b>GRAMMAR REVISION</b> Duration: 02:00 Additional activities			<b>GRAMMAR REVISION</b> Written test Progressive assessment Presential Duration: 02:00
5	<b>TEMA 2. LISTENING TO PRESENTATIONS</b> Duration: 02:00 Cooperative activities  <b>TEMA 2. LISTENING TO DIFFERENT VARIETIES OF MODERN ENGLISH</b> Duration: 02:00 Cooperative activities			
6	<b>TEMA 2. TECHNICAL VOCABULARY</b> Duration: 02:00 Cooperative activities  <b>TEMA 3. CONVERSATIONAL STRATEGIES IN PRESENTATIONS.</b> Rephrasing. Clarifying, Giving examples. Using and avoiding Fillers Duration: 02:00 Cooperative activities			
7	<b>TEMA 3. PRESENTATION STRUCTURE I.</b> Introducing yourself. Providing the outline. Signposting. Emphasizing pieces of information Duration: 04:00 Lecture			

8	<p><b>TEMA 3. PRESENTATION STRUCTURE II.</b> Referring to visuals. Summarising. Concluding the speech. Dealing with questions Duration: 01:00 Cooperative activities</p> <p><b>THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND ABSTRACT</b> Duration: 03:00 Additional activities</p>			<p><b>THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND ABSTRACT</b> Written test Progressive assessment Presential Duration: 03:00</p>
9	<p><b>TEMA 3. IDENTIFYING SOUND PATTERNS</b> Duration: 02:00 Cooperative activities</p>			
10	<p><b>TEMA 4. COMPARATIVE SUMMARIES</b> Duration: 04:00 Cooperative activities</p>			
11	<p><b>TEMA 4. PRESENTATION OUTLINE REVIEW. PRESENTATION SCRIPT</b> Duration: 04:00 Cooperative activities</p>			
12	<p><b>TEMA 4. COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT.</b> Duration: 04:00 Additional activities</p>			<p><b>COMPARATIVE SUMMARY EXAM. LISTENING TEST. SUBMISSION OF PRESENTATION SCRIPT.</b> Written test Progressive assessment Presential Duration: 04:00</p>
13	<p><b>TEMA 4:THE COVER LETTER</b> Duration: 04:00 Cooperative activities</p>			
14	<p><b>TEMA 3. PRESENTATION PRACTICE</b> Duration: 04:00 Laboratory assignments</p>			<p><b>ATTENDANCE AND ACTIVE PARTICIPATION: 80%</b> Other assessment Progressive assessment Not Presential Duration: 12:00</p>
15	<p><b>TEMA 3. PRESENTATION PRACTICE</b> Duration: 00:00 Additional activities</p> <p><b>GIVING A PRESENTATION . THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.</b> Duration: 04:00 Additional activities</p>			<p><b>GIVING A PRESENTATION . THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.</b> Individual presentation Progressive assessment Presential Duration: 04:00</p>
16	<p><b>TEMA 3. GIVING A PRESENTATION . THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS.</b> Duration: 00:00 Additional activities</p> <p><b>GIVING A PRESENTATION . THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. LISTENING COMPREHENSION TEST. GRAMMAR REVISION TEST. LINKING WORDS AND PUNCTUATION TEST. COMPARATIVE</b></p>			<p><b>GIVING A PRESENTATION . THE TOPIC SHOULD RELATE TO THE FIELD OF GEOMATICS. LISTENING COMPREHENSION TEST. GRAMMAR REVISION TEST. LINKING WORDS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM.</b> Written test Global examination Presential Duration: 04:00</p>

	<b>SUMMARY EXAM.</b> Duration: 04:00 Additional activities			
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.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. 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 CT10 CT08 CB04
8	THE GRAMMAR OF FORMAL TEXTS. LINKING WORDS AND PUNCTUATION TEST. SUBMISSION OF PRESENTATION OUTLINE AND ABSTRACT	Written test	Face-to-face	03:00	20%	5 / 10	CT09 CT01 CT10 CT08 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	No Presential	12:00	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

#### 8.1.2. 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 WORDS AND PUNCTUATION TEST. COMPARATIVE SUMMARY EXAM.	Written test	Face-to-face	04:00	100%	5 / 10	CT09 CT01 CT10 CT08 CB04

### 8.1.3. Referred (re-sit) examination

No se ha definido la evaluación extraordinaria.

## 8.2. Assessment criteria

Continuous assessment of the students' performance takes place throughout the semester. This kind of assessment is integrated into the course, carried out by the lecturer and takes the form of regular short achievement tests, assignments and presentations. Regular attendance, 80% overall of the classes, is a requirement for this kind of assessment.

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

## 9. Teaching resources

### 9.1. Teaching resources for the subject

Name	Type	Notes
IELTS Graduation	Bibliography	Allen, M., Powell, D. & Dolby, D. (2007). Oxford. MacMillan.
Grammar of Spoken and Written English	Bibliography	Biber Douglas. Philadelphia. PA John Benjamins. Publishing Company 2021
Academic Writing. A Handbook for International Students.	Bibliography	Bailey, S. (2015). New York. Routledge.
Effective Presentations.	Bibliography	Comfort, J. (2004). Oxford. Oxford University Press.
Advanced Grammar in Use.	Bibliography	Hewings, M. (2008). Cambridge. Cambridge University Press.
Cambridge Grammar for CAE and Proficiency.	Bibliography	Hewings, M. (2009). Cambridge. Cambridge University Press.
Cambridge Dictionary	Web resource	<a href="http://dictionary.cambridge.org/es">http://dictionary.cambridge.org/es</a>
Oxford Learner's Dictionary of Academic English (OLDAE)	Web resource	<a href="http://www.oxfordlearnersdictionaries.com/">http://www.oxfordlearnersdictionaries.com/</a>
English Grammar in Use with Answers. A Self-study Reference and Practice Book for Intermediate Students of English.	Bibliography	Murphy, R. (2012). Cambridge. Cambridge University Press
From text to speech	Web resource	<a href="http://www.text2speech.org/">http://www.text2speech.org/</a>
Surveying Glossary	Web resource	<a href="https://www.becomeasurveyor.com/surveying-glossary/">https://www.becomeasurveyor.com/surveying-glossary/</a>
GeoNet Glossaries: Earthquake, Landslide, Tsunami, Volcano	Web resource	<a href="https://www.geonet.org.nz/">https://www.geonet.org.nz/</a>
Geospatial Glossary	Web resource	<a href="https://www.gov.uk/government/publications/geospatial-glossary">https://www.gov.uk/government/publications/geospatial-glossary</a>

## 10. Other information

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### 10.1. 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.

Students availing themselves of the Transitional Provision of Royal Decree 1393/2007 ( 25th May 2017) must have their English language proficiency certified as Level B2 at least five working days prior to the final exam or the resit exam date.

AN 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.

This subject is linked to SDGs in oral and written activities.