



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ing. de Sistemas  
Informáticos

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**615000367 - English For Professional And Academic Communication**

### DEGREE PROGRAMME

61SI - Grado En Sistemas De Informacion

### ACADEMIC YEAR & SEMESTER

2025/26 - Semester 2

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### Learning guide

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## 1. Description

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### 1.1. Subject details

|                                       |   |
|---------------------------------------|---|
| <b>Name of the subject</b>            | 615000367 - English For Professional And Academic Communication |
| <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>               | 61SI - Grado en Sistemas de Informacion                         |
| <b>Centre</b>                         | 61 - E.T.S De Ing. De Sistemas Informáticos                     |
| <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>   |
|-------------------------------------|--------------------|------------------------------|---|
| Jose Luis Llavona Arregui           | 8205               | joseluis.llavona@upm.es      | Sin horario.<br>Timetable will be established before the semester starts. |
| Carola Maria Alvarez-Bolado Sanchez | 8204               | carola.alvarez-bolado@upm.es | Sin horario.<br>Timetable will be established before the semester starts. |

|   |      |                         |   |
|---|------|-------------------------|---|
| Arsenio Andrades Moreno                         | 8205 | a.andrades@upm.es       | Sin horario.<br>Timetable will be established before the semester starts. |
| Yolanda Blazquez Lopez<br>(Subject coordinator) | 8204 | yolanda.blazquez@upm.es | Sin horario.<br>Timetable will be established before the semester starts. |

\* 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

-  
-  
-

#### 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 for Languages (CEFR)

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CT13 - Comunicación en lengua inglesa: Ser capaz de comunicare en lengua inglesa en el ámbito profesional.

### 5.2. Learning outcomes

RA437 - The student is able to understand complex and abstract ideas

RA426 - The student is able to communicate fluently and accurately in written and oral English in both professional and academic environments

RA423 - The student is able to write specialized-content documents

RA425 - The student is able to collect information from different sources, i.e. lectures and bibliographic resources

RA424 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

\* 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 course is intended to deal with the different communicative situations both in professional and academic settings. It aims at practising and eventually getting a good command of written and oral communication skills in those environments. Authentic materials are used as a reference for the documents students will produce on their own throughout the course. At the end of this course, the students can understand and write different kinds of professional and academic documents, participate in meetings, and prepare subject-content oral presentations.

### 6.2. Syllabus

#### 1. INTRODUCTION TO PROFESSIONAL WRITING. GENERAL FEATURES

- 1.1. Types of Professional Written Documents
- 1.2. The Paragraph: Basic Structure
- 1.3. Connectors: Discourse Organization. Conjunctions
- 1.4. Advanced grammar and punctuation

#### 2. PROFESSIONAL WRITING (I): E-MAILS

- 2.1. Types of professional e-Mails
- 2.2. E-mail Writing (1). Cover e-Mail for job applications. Structure and content. Accomplishments. Terminology
- 2.3. E-mail Writing (2). Offering professional IT services. Structure and content. Terminology
- 2.4. E-mail Writing (3). Complaining about professional IT services. Structure and content. Terminology
- 2.5. E-mail Writing (4). Other types

### 3. PROFESSIONAL WRITING (II): DESCRIBING VISUALS

3.1. Types of visuals

3.2. Describing visuals: basic structure and content. Terminology

### 4. INTRODUCTION TO PROFESSIONAL ORAL COMMUNICATION. GENERAL FEATURES

4.1. Features of Oral English: Register, Tone and Rhythm

4.2. Non-Verbal Language: Body Language

### 5. PROFESSIONAL ORAL COMMUNICATION (I): JOB INTERVIEW

5.1. Tell me about yourself, "elevator pitch"

5.2. Job Interview

### 6. PROFESSIONAL ORAL COMMUNICATION (II): MEETINGS & NEGOTIATION

6.1. Types of meetings

6.2. Arranging a meeting

6.3. Negotiating, Agreeing and Disagreeing, Taking decisions

6.4. Chairing a meeting

6.5. Terminology

### 7. INTRODUCTION TO ACADEMIC WRITING. GENERAL FEATURES

7.1. Academic Genres

7.2. Collecting information from different sources. Plagiarism

7.3. Structuring and synthesizing the information (IMRD structure, Pentachart)

7.4. The research proposal/project: Purpose, Sections and Content

7.5. The abstract

### 8. PROFESSIONAL/ACADEMIC ORAL COMMUNICATION: PRESENTATIONS

8.1. Structure and Design of Oral Presentations. Terminology

8.2. Multimedia Support for Oral Presentations

8.3. Rehearsal

## 7. Schedule

### 7.1. Subject schedule\*

| Week | Type 1 activities | Type 2 activities   | Distant / On-line | Assessment activities |
|------|-------------------|---|-------------------|-----------------------|
| 1    |                   | <p><b>Description of defining features of different types of professional written documents</b><br/>Duration: 01:50<br/>Cooperative activities</p> <p><b>Revision of advanced grammar and punctuation based on authentic materials</b><br/>Duration: 01:50<br/>Cooperative activities</p> |                   |                       |
| 2    |                   | <p><b>Using connectors as cohesive devices</b><br/>Duration: 01:50<br/>Cooperative activities</p> <p><b>Paragraph writing: topic sentence and structure</b><br/>Duration: 01:50<br/>Cooperative activities</p>  |                   |                       |
| 3    |                   | <p><b>Analysis of professional writing: e-mails, cover e-mails. Types and structure</b><br/>Duration: 01:50<br/>Cooperative activities</p> <p><b>Writing different types of emails according to purpose</b><br/>Duration: 01:50<br/>Cooperative activities</p>                            |                   |                       |
| 4    |                   | <p><b>Writing Cover E-mails. Paragraph of accomplishments, "elevator pitch"</b><br/>Duration: 01:50<br/>Cooperative activities</p> <p><b>Writing Cover E-mails. Identifying Structure and Terminology</b><br/>Duration: 01:50<br/>Cooperative activities</p>                              |                   |                       |
| 5    |                   | <p><b>Writing E-mails: Offering Professional IT services</b><br/>Duration: 01:50<br/>Cooperative activities</p> <p><b>Writing E-mails: Complaining about professional IT services and other purposes</b><br/>Duration: 01:50<br/>Cooperative activities</p>                               |                   |                       |

|    |   |   |   |   |
|----|---|---|---|---|
| 6  |   | <b>Describing Visuals: basis structure and contents. Identifying terminology</b><br>Duration: 03:40<br>Cooperative activities   |   |   |
| 7  |   |   |   |   |
| 8  | <b>MID-TERM EXAM: Writing a descriptive paragraph (visuals), emails, cover e-mail.</b><br>Duration: 01:50<br>Additional activities                  | <b>Introduction to Academic Writing. Describing academic genres. Collecting information from different resources. Avoiding Plagiarism</b><br>Duration: 01:50<br>Cooperative activities  |   | <b>MID-TERM EXAM: Writing a descriptive paragraph (visuals), emails, cover e-mail.</b><br>Written test<br>Progressive assessment<br>Presential<br>Duration: 01:50   |
| 9  |   | <b>Structuring and Synthesizing the information. The research proposal. Identifying the main sections of an abstract</b><br>Duration: 01:50<br>Cooperative activities<br><br><b>Introduction to Professional Oral Communication: Analysis of Register, Tone and Rhythme. Analysis of authentic presentations in professional contexts: structure, vocabulary and body language</b><br>Duration: 01:50<br>Cooperative activities |   | <b>Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons</b><br>Other assessment<br>Progressive assessment<br>Presential<br>Duration: 00:00 |
| 10 |   | <b>Oral communication skills: identifying roles and responsibilities in professional settings</b><br>Duration: 03:40<br>Cooperative activities  |   | <b>Submission of a Written Project/Research Proposal</b><br>Individual work<br>Progressive assessment<br>Presential<br>Duration: 00:00  |
| 11 |   | <b>Oral communication skills: identifying roles and responsibilities in professional settings (Cont.)</b><br>Duration: 03:40<br>Cooperative activities  |   |   |
| 12 | <b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b><br>Duration: 01:50<br>Additional activities | <b>Job meetings: general features and planning. Language structures and vocabulary</b><br>Duration: 01:50<br>Cooperative activities   |   | <b>FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b><br>Written test<br>Progressive assessment<br>Presential<br>Duration: 01:50                            |
| 13 |   | <b>Practising job meetings: note taking, minutes and agenda</b><br>Duration: 01:50<br>Cooperative activities<br><br><b>Meetings: chairing a meeting, negotiating and networking</b><br>Duration: 01:50<br>Cooperative activities  | <b>Practising negotiating and networking</b><br>Duration: 01:50<br>Cooperative activities |   |
| 14 | <b>Role playing of professional activities, i.e. meetings, job interviews, negotiations.</b><br>Duration: 03:40<br>Additional activities            |   |   | <b>Role playing of professional activities, i.e. meetings, job interviews, negotiations.</b><br>Group work<br>Progressive assessment<br>Presential<br>Duration: 03:40   |

|    |   |  |  |   |
|----|---|--|--|---|
| 15 | <b>Oral Presentation of Research Proposal/Project</b><br>Duration: 03:40<br>Additional activities |  |  | <b>Oral Presentation of Research Proposal/Project</b><br>Group work<br>Progressive assessment<br>Presential<br>Duration: 03:40  |
| 16 |   |  |  |   |
| 17 |   |  |  | <b>GLOBAL EXAM: Written exam to test the student's competence in writing and listening comprehension</b><br>Written test<br>Global examination<br>Presential<br>Duration: 02:00<br><br><b>Actividades no recuperables realizadas en período lectivo de la evaluación progresiva, que se guardan para esta Evaluación Global.</b><br>Group work<br>Global examination<br>Presential<br>Duration: 00:00 |

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.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Assessment

| Week | Description   | Modality         | Type         | Duration | Weight | Minimum grade | Evaluated skills |
|------|---|------------------|--------------|----------|--------|---------------|------------------|
| 8    | MID-TERM EXAM: Writing a descriptive paragraph (visuals), emails, cover e-mail.   | Written test     | Face-to-face | 01:50    | 30%    | / 10          | CT13             |
| 9    | Classroom tasks are to be accomplished throughout the course. The students are expected to regularly attend the lessons | Other assessment | Face-to-face | 00:00    | 5%     | / 10          | CT13             |
| 10   | Submission of a Written Project/Research Proposal   | Individual work  | Face-to-face | 00:00    | 5%     | / 10          | CT13             |
| 12   | FINAL EXAM: Written exam to test the student's competence in writing and listening comprehension                        | Written test     | Face-to-face | 01:50    | 30%    | / 10          | CT13             |
| 14   | Role playing of professional activities, i.e. meetings, job interviews, negotiations.                                   | Group work       | Face-to-face | 03:40    | 15%    | / 10          | CT13             |
| 15   | Oral Presentation of Research Proposal/Project  | Group work       | Face-to-face | 03:40    | 15%    | / 10          | CT13             |

#### 8.1.2. Global examination

| Week | Description  | Modality     | Type         | Duration | Weight | Minimum grade | Evaluated skills |
|------|--|--------------|--------------|----------|--------|---------------|------------------|
| 17   | GLOBAL EXAM: Written exam to test the student's competence in writing and listening comprehension                                  | Written test | Face-to-face | 02:00    | 60%    | / 10          | CT13             |
| 17   | Actividades no recuperables realizadas en período lectivo de la evaluación progresiva, que se guardan para esta Evaluación Global. | Group work   | Face-to-face | 00:00    | 40%    | / 10          | CT13             |

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

| Description  | Modality     | Type         | Duration | Weight | Minimum grade | Evaluated skills |
|--|--------------|--------------|----------|--------|---------------|------------------|
| EXAM :<br>Written exam to test writing and listening comprehension skills  | Written test | Face-to-face | 02:00    | 60%    | / 10          | CT13             |
| Actividades no recuperables realizadas en período lectivo de la evaluación progresiva, que se guardan para esta Evaluación Extraordinaria. | Group work   | Face-to-face | 00:00    | 40%    | / 10          | CT13             |

## 8.2. Assessment criteria

**Nota importante:** 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. (Anexo III, apartado d), Normativa de evaluación del aprendizaje en las titulaciones oficiales de Grado y Máster Universitario de la Universidad Politécnica de Madrid, aprobado por el CG UPM en su sesión del 26/05/2022).

Es requisito imprescindible que el/la estudiante se ponga en contacto con el/la docente de la asignatura dentro de las dos primeras semanas del semestre, para poder ser incluido en el Moodle de la asignatura, donde se subirán todos los contenidos. Es obligatorio consultar la plataforma de la asignatura con sus actualizaciones.

### Evaluación Progresiva (Convocatoria Ordinaria)

Se seguirá el sistema de evaluación distribuida o progresiva.

Todas las pruebas de evaluación contempladas en la asignatura tienen unas fechas concretas de realización en el período lectivo, que serán publicadas con la debida antelación. Aquel o aquella estudiante que no pueda realizar las pruebas en la fecha señalada, por cualquiera de los motivos contemplados en el artículo 21 de la Normativa de evaluación del aprendizaje en las titulaciones oficiales de Grado y Máster Universitario de la Universidad Politécnica de Madrid, aprobado por el CG UPM en su sesión del 26/05/2022, deberá dirigirse al/la docente correspondiente con la debida justificación, con el fin de solicitar su realización en fecha distinta a la programada. Si un/a estudiante no realiza una prueba de evaluación programada, y no se encuentra dentro de las causas justificadas contempladas, obtendrá un 0/10 en esa prueba específica. Si un/a estudiante no realiza ninguna

prueba de evaluación se considerará como No Presentado.

Con carácter general, todas las pruebas de evaluación previstas dentro del período docente se realizarán dentro del horario de clases asignado a la asignatura.

Durante el período docente, a lo largo de la evaluación progresiva, el alumno deberá realizar una **serie de actividades evaluables no recuperables, que suponen el 40 % de la calificación final**. La nota de estas actividades evaluables no recuperables se guardará, tanto para la evaluación global, dentro de la Convocatoria Ordinaria, como para la Convocatoria Extraordinaria, si procede. El detalle de las estas actividades evaluables no recuperables y sus ponderaciones es el siguiente:

**1. Mandatory Tasks: Role-plays and Classroom Tasks 20%**

Job Interview (5%) (RA426)

Meetings: (5%) (RA426)

Tell me about yourself (audio/video): (5%) (RA426)

Classroom tasks: (5%) (RA423;RA424;RA425; RA426;RA437)

**2. Research Proposal, Oral presentation (RA426): 15%**

**3. Research Proposal, Written assignment (RA423, RA424; RA425; RA437): 5%**

Asimismo, habrá dos pruebas escritas, que supondrán **el 60% de la nota final**, con el siguiente detalle:

**4. Mid-Term Exam (RA423, RA424,RA426;RA437): 30 % , e-mail writing and visuals description**

**5. Final Exam (RA423;RA424,RA426;RA437) : 30%, written production and listening comprehension**

La suma de las ponderaciones de todas las actividades previstas es de un 100%. El/la alumno/a deberá obtener una calificación igual o superior a 5.0 puntos mediante la aplicación de los factores de ponderación indicados.

**Prueba de evaluación Global (Convocatoria Ordinaria)**

En caso de no superación de la asignatura mediante evaluación progresiva, el alumno podrá realizar una prueba de evaluación global, dentro de la Convocatoria Ordinaria, que se realizará en la fecha y lugar establecidos por la

Subdirección de Ordenación Académica. Esta prueba de evaluación global supondrá un 60% de la calificación total, y constará de un examen escrito que incluirá los contenidos evaluados en el Mid-term Exam y Final Exam de la evaluación progresiva. El 40 % restante se corresponde con la calificación de las actividades evaluables no recuperables realizadas en la evaluación progresiva, que han quedado guardadas para completar la calificación de esta evaluación global dentro de la Convocatoria Ordinaria.

### Prueba de evaluación Extraordinaria (Convocatoria Extraordinaria)

En caso de no superación de esta evaluación global, dentro de la Convocatoria Ordinaria, el alumno tendrá la posibilidad de realizar la prueba de evaluación extraordinaria, que se realizará en la fecha y lugar establecidos por la Subdirección de Ordenación Académica. Esta prueba supondrá un 60% de la calificación total, y constará de un examen escrito que incluirá los contenidos evaluados en el Mid-term Exam y Final Exam de la evaluación progresiva. El 40 % restante se corresponde con la calificación de las actividades evaluables no recuperables realizadas en la evaluación progresiva, que han quedado guardadas para completar la calificación de esta evaluación dentro de la Convocatoria Extraordinaria.

## 9. Teaching resources

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### 9.1. Teaching resources for the subject

| Name   | Type         | Notes   |
|--|--------------|---|
| Bombardó, C.; Aguilar, M.;<br>Barahona, C. (2007): "Technical<br>Writing. A Guide for Effective<br>Communication". Barcelona,<br>Ediciones UPC | Bibliography | Textbook for professional and academic<br>writing           |
| Downer, C. (2013); "Job Hunting".<br>Cambridge. Cambridge University<br>Press  | Bibliography | Textbook for writing CVs and dealing with job<br>interviews |

|   |              |   |
|---|--------------|---|
| Dochao Moreno, L. y Llavona Arregui, J.L. (2002); "Manual de Correspondencia Comercial y Profesional en Inglés Orientada a Alumnos de Inglés para Entornos de Ingeniería" | Bibliography | Textbook for professional writing                       |
| Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing  | Bibliography | Textbook for negotiation                                |
| Taylor, S. (2004); "Model Business Letters, E-mails and Other Business Documents". London: Pearson Education Limited  | Bibliography | Textbook for negotiations                               |
| Thompson, K. (2007); "English for Meetings". Oxford: Oxford University Press  | Bibliography | Textbook for meetings                                   |
| Godwin, J., Strutt, L. (2008); "Test Your Business Vocabulary in Use. Advanced". Cambridge: Cambridge University Press  | Bibliography | Textbook for business vocabulary                        |
| <a href="https://moodle.upm.es/titulaciones/oficiales">https://moodle.upm.es/titulaciones/oficiales</a>   | Web resource | Moodle of the Universidad Politécnica of Madrid (SPAIN) |
| Purdue Online Writing Lab   | Web resource | Online Writing Lab of Purdue University, Indiana (USA)  |

## 10. Other information

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### 10.1. Other information about the subject

This course is aligned with Goal 4 that claims "to guarantee inclusive, equitable and quality education and promote lifelong learning opportunities for all" as defined within the Sustainable Development Goals (SDGs) established by the United Nation Organization (UN)".

The subject is -with no exception and for all the activities and tasks described- taught by a single professor all along the semester.

**This Subject Guide is based on a standard model lab group of 25 components. Should this number be altered, since the active**

**participation of every single student is required, the planning will be modified accordingly.**