



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

95000017 - English For Academic And Professional Communication 2. Listening And Speaking Skills

### DEGREE PROGRAMME

09TT - Grado en Ingeniería de Tecnologías y Servicios de Telecomunicacion

### ACADEMIC YEAR & SEMESTER

2019/20 - Semester 2

## Index

---

### Learning guide

1. Description.....	1
2. Faculty.....	1
3. Prior knowledge required to take the subject.....	2
4. Skills and learning outcomes .....	2
5. Brief description of the subject and syllabus.....	3
6. Schedule.....	6
7. Activities and assessment criteria.....	9
8. Teaching resources.....	12

## 1. Description

---

### 1.1. Subject details

<b>Name of the subject</b>	95000017 - English For Academic And Professional Communication 2. Listening And Speaking Skills
<b>No of credits</b>	3 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Second year
<b>Semester of tuition</b>	Semester 4
<b>Tuition period</b>	February-June
<b>Tuition languages</b>	English
<b>Degree programme</b>	09TT - Grado en Ingenieria de Tecnologias y Servicios de Telecomunicacion
<b>Centre</b>	09 - Escuela Tecnica Superior de Ingenieros de Telecomunicacion
<b>Academic year</b>	2019-20

## 2. Faculty

---

### 2.1. Faculty members with subject teaching role

<b>Name and surname</b>	<b>Office/Room</b>	<b>Email</b>	<b>Tutoring hours *</b>
M.del Mar Duque Garcia	C-204	mariadelmar.duque@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

Miguel Sanchez Ibañez	C-204	miguel.sanchezi@upm.es	Sin horario. To be confirmed
Cristina Zimbroianu	C-204	cristina.zimbroianu@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

-  
-

- Nivelacion B2 en Lengua Inglesa

#### 3.2. Other required learning outcomes

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

### 4. Skills and learning outcomes \*

---

#### 4.1. Skills to be learned

CG6 - Uso de la lengua inglesa

CG8 - Comunicación oral y escrita

## 4.2. Learning outcomes

RA686 - Ability to give oral presentations in English in topics related to the field of telecommunication, applying recommended structure, techniques and language expressions

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

RA692 - Ability to express correctly, clearly and fluently personal opinions and solid arguments in discussions, meetings and debates in academic, professional and business settings

RA687 - Ability to face Job Interviews in English successfully, applying recommended structure, techniques and language expressions

RA691 - Ability to recognize and use correctly the appropriate register, tone, formal style and vocabulary of oral communication in academic, professional and business settings

RA694 - Ability to analyse and understand the different types of corporate cultures and work styles of telecommunication companies

RA31 - Capacidad de trabajo en grupo

\* 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

**Theoretical sessions:** teachers will present the main linguistic contents in English, which will result in a constant exercise of listening comprehension and note taking for the students.

**Guided practical sessions:** besides presenting the basic theoretical features, a varied range of activities will be carried out, both individually and in groups (class workgroups will be set up at the beginning of the semester). Some activities will be focused on listening comprehension exercises and oral tasks based on videos and audios related to oral communicative professional and business events, such as job interviews, oral presentations, discussions, etc.), as well as focused on topics of interest in the field of telecommunication. Additional exercises related to the correct pronunciation of difficult words, sound discrimination, word stress, etc., will also be done along the course with a special focus to avoid typical mistakes made by non-native Spanish speakers of English in oral communication.

**Practical sessions (both with previous preparation and spontaneous):** in-class debates on controversial ethical and professional issues. Note-taking exercises on listening activities and technical lectures in English (both live and recorded), practice of job interviews and oral presentations on topics of the telecommunication field, etc.

**Attendance and active participation** in academic seminars and lectures held at the ETSI de Telecomunicación: students will have to write summaries in English about those events.

**Individual and group assignments:** students will have to hand in different assignments along the semester, such as summaries from conferences, presentations in powerpoint, written/oral dialogues and summaries from interviews or other communicative events.

**Office hours:** they will be organized according to the University regulations in force, and besides that, 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 listening and viewing comprehension activities of specialized topics in the field of telecommunication, students will get familiarized with content and terminology of the field.

## 5.2. Syllabus

### 1. Brief introduction to oral communication

1.1. Components and factors of the communication process: Language functions, language styles, register and tone

1.2. General rules of pronunciation, intonation and stress

### 2. Corporate cultures in Telecommunication companies

2.1. Corporate cultures, work styles and social responsibility

2.2. Searching for a job

### 3. The Job Interview

3.1. Selection techniques and types of job interviews

3.2. The structure of the job interview

3.3. Preparation of the job interview

3.4. Practice of job interviews in groups

3.5. The video CV

#### 4. Oral presentations

- 4.1. The elements of a successful presentation: Preparation, audience, eye contact, use of voice and use of time
- 4.2. The structure of the oral presentation: The introduction, the main body, the end and the delivery
- 4.3. Practice of oral presentations (individually or in group)

## 6. Schedule

### 6.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Other face-to-face activities	Assessment activities
1	<p>Course presentation. Tema 1 (1). Brief introduction to oral communication</p> <p>Components and factors of the communication process: language functions, language styles, register and tone.</p> <p>Duration: 01:30 Lecture</p> <p>Exercises on components and factors of the oral communication process.</p> <p>Duration: 00:30 Problem-solving class</p>			
2	<p>Revision of general rules of pronunciation, intonation and stress</p> <p>Duration: 00:30 Lecture</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p> <p>Tema 2 (1). Corporate Culture in the Telecommunication Industry: Corporate Culture, Work Styles and Social Responsibility.</p> <p>Duration: 01:00 Problem-solving class</p>			
3	<p>Tema 2 (2). Corporate Culture in the Telecommunication Industry: Corporate Culture, Work Styles and Social Responsibility</p> <p>Duration: 01:30 Problem-solving class</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p>			<p>Analysis and Research on corporate cultures of telecommunication companies</p> <p>Individual work Continuous assessment Duration: 02:00</p>
4	<p>Tema 2 (2). Corporate Culture in the Telecommunication Industry: Searching for a job</p> <p>Duration: 01:30 Problem-solving class</p> <p>Pronunciation practice</p> <p>Duration: 00:30 Problem-solving class</p>			<p>Analysis and research on types of corporate cultures of telecommunication companies</p> <p>Individual work Continuous assessment Duration: 02:00</p>



5	<p><b>Tema 3 (I) The Job interview. Selection techniques and types of job interviews</b> Duration: 01:30 Problem-solving class</p> <p><b>Pronunciation practice</b> Duration: 00:30 Problem-solving class</p>			<p>Preparation of debates and/or discussions and/or videorecorded interviews on topics related to: 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) other related topics</p> <p>Group work Continuous assessment Duration: 02:00</p>
6	<p><b>Tema 3 (II) The Job interview. The structure of the job interview. Preparation of the job interview</b> Duration: 02:00 Problem-solving class</p>			<p>Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) other related topics</p> <p>Group presentation Continuous assessment Duration: 02:00</p>
7	<p><b>Tema 3 (III) The Job interview. Preparation of the job interview. Practice of job interview in groups</b> Duration: 02:00 Problem-solving class</p>			<p>Group oral presentations on topics related to successful job interviews</p> <p>Group presentation Continuous assessment Duration: 02:00</p> <p><b>Recording of Group Job Interviews Practice</b></p> <p>Group presentation Continuous assessment Duration: 02:00</p>
8	<p><b>Tema 3 (III) The Job interview. Preparation of the job interview. Practice of job interview in groups</b> Duration: 02:00 Problem-solving class</p>			<p><b>Video CV. Recording of a short video.</b></p> <p>Individual work Continuous assessment Duration: 02:00</p>
9	<p><b>Tema 3 (IV) The Job interview. Video CV</b> Duration: 02:00 Problem-solving class</p>			<p><b>Delivery of videorecorded group Job Interviews</b></p> <p>Group work Continuous assessment Duration: 01:00</p>
10	<p><b>Tema 4. Oral presentations (I). Introduction</b> Duration: 02:00 Problem-solving class</p>			<p><b>Preparation of group oral presentations (research on topics and contents)</b></p> <p>Group work Continuous assessment Duration: 02:00</p> <p><b>Practice on exercises applying theoretical issues. Preparation of oral presentations on telecommunication topics (preparation of powerpoints and practice before delivery)</b></p> <p>Group presentation Continuous assessment Duration: 03:00</p>

11	<b>Tema 4. Oral presentations (II). Structure</b> Duration: 02:00 Problem-solving class			<b>Preparation of group oral presentations</b> Group work Continuous assessment Duration: 02:00
12	<b>Tema 4. Oral presentations (III). Elements of a successful presentation.</b> Duration: 02:00 Problem-solving class			<b>Preparation of group oral presentations</b> Group work Continuous assessment Duration: 02:00
13	<b>Tema 4. Oral presentations (IV). Delivery of the presentation.</b> Duration: 02:00 Problem-solving class			<b>Delivery of group oral presentations on telecommunication topics (cont.)</b> <b>Possibly also on Monday</b> Group presentation Continuous assessment Duration: 02:00
14	<b>Tema 4. Oral presentations (V). Delivery of the presentation.</b> Duration: 02:00 Problem-solving class			<b>Delivery of group oral presentations on telecommunication topics (cont.)</b> <b>Possibly also on Monday</b> Group presentation Continuous assessment Duration: 02:00
15				<b>Continuous evaluation final exam on all the contents of the programme (Written exam including also a Listening Test)</b> Written test Continuous assessment Duration: 02:00
16				
17				<b>Official final exam consisting of two parts: Part 1. Written exam including a Listening Test. Part 2. Oral exam</b> Written test Final examination Duration: 02:00

The independent study hours are training activities during which students should spend time on individual study or individual assignments.

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.

\* The subject schedule is based on a previous theoretical planning of the subject plan and might go through experience some unexpected changes along throughout the academic year.

## 7. Activities and assessment criteria

### 7.1. Assessment activities

#### 7.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
3	Analysis and Research on corporate cultures of telecommunication companies	Individual work	No Presential	02:00	%	/ 10	CG8 CG6
4	Analysis and research on types of corporate cultures of telecommunication companies	Individual work	No Presential	02:00	%	/ 10	CG6 CG8
5	Preparation of debates and/or discussions and/or videorecorded interviews on topics related to: 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) other related topics	Group work	No Presential	02:00	%	/ 10	CG6 CG8
6	Group oral presentations and/or discussions or debates on topics related to 1) Corporate cultures of telecommunication companies 2) Job searching 3) Successful job interviews 4) other related topics	Group presentation	Face-to-face	02:00	5%	5 / 10	CG6 CG8
7	Group oral presentations on topics related to successful job interviews	Group presentation	Face-to-face	02:00	5%	5 / 10	CG6 CG8
7	Recording of Group Job Interviews Practice	Group presentation	No Presential	02:00	%	/ 10	CG6 CG8
8	Video CV. Recording of a short video.	Individual work	No Presential	02:00	5%	5 / 10	
9	Delivery of videorecorded group Job Interviews	Group work	No Presential	01:00	15%	5 / 10	CG6 CG8
10	Preparation of group oral presentations (research on topics and contents)	Group work	No Presential	02:00	%	/ 10	CG6 CG8

10	Practice on exercises applying theoretical issues. Preparation of oral presentations on telecommunication topics (preparation of powerpoints and practice before delivery)	Group presentation	No Presential	03:00	%	/ 10	CG6 CG8
11	Preparation of group oral presentations	Group work	No Presential	02:00	%	/ 10	
12	Preparation of group oral presentations	Group work	No Presential	02:00	%	/ 10	
13	Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday	Group presentation	Face-to-face	02:00	%	5 / 10	CG6 CG8
14	Delivery of group oral presentations on telecommunication topics (cont.) Possibly also on Monday	Group presentation	Face-to-face	02:00	%	5 / 10	CG6 CG8
15	Continuous evaluation final exam on all the contents of the programme (Written exam including also a Listening Test)	Written test	Face-to-face	02:00	60%	5 / 10	CG8 CG6

### 7.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Official final exam consisting of two parts: Part 1. Written exam including a Listening Test. Part 2. Oral exam	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

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

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
The same criteria as for the final examination evaluation apply in this case.	Written test	Face-to-face	02:00	100%	5 / 10	CG6 CG8

## 7.2. Assessment criteria

### Continuous evaluation criteria.

The course will be assessed applying the following criteria:

1. Mandatory individual or group assignments in oral communication, class attendance and active participation (40%)

- Recorded job interviews 15%

- In-class oral presentations on topics in the field of telecommunication 15%

- Other oral communication in-class and/or recorded activities: 10%

2 Final exam consisting of a listening part and a written part regarding the theoretical and practical aspects of the course contents (60%). A minimum mark of 5/10 is required in each part of the final exam (listening and written parts of the exam should be passed individually).

An overall minimum 50% is required in written test and also in mandatory assignments to pass the course.

Class attendance is compulsory. A maximum of 3 justified absences are allowed.

Only those students who have attended the course on a regular basis and who have taken part in all the activities and handed in all the proposed assignments are entitled to be assessed through continuous evaluation. Those students opting for continuous assessment who do not fit the requirements (3 or more absences, not handing in compulsory assignments, etc.) will not be admitted to the continuous assessment exams and should opt for the final examination.

### Criteria for the assessment through final examination

The course will be evaluated applying the following criteria:

Part 1: Final exam consisting of a listening part and a written part regarding the theoretical and practical aspects of the course contents (60%). A minimum mark of 5/10 is required in each part of the final exam (listening and written parts of the exam should be passed individually).

Part 2: Oral Practice with two subparts (40%)

1. A presentation of a topic related to the field of telecommunications from a list provided in advance, followed by a discussion with a set of questions to be answered (20%)
2. A discussion about students' academic background and their professional goals and perspectives. (20%)

A minimum 50% is required in each part (part 1 and part 2) to pass the course.

Students with this modality of evaluation will receive by email instructions regarding the oral test of part 2 before the official final exam (between weeks 10-11)

How to apply for final examination

Submitting a resignation via an e-mail addressed to the course coordinator (Mar Duque) expressly giving up continuous assessment during the first three weeks after the course begins.

Those students opting for continuous assessment who do not fit the requirements (3 or more absences, not handing in compulsory assignments, etc.) will not be admitted to the continuous assessment exams and should opt for the final examination.

EACH STUDENT CAN ONLY BE ASSESSED EITHER BY MEANS OF THE FINAL EXAM OR VIA CONTINUOUS ASSESSMENT: STUDENTS WHO FAIL CONTINUOUS ASSESSMENT ARE NOT ENTITLED TO TAKE THE FINAL EXAM

## 8. Teaching resources

---

### 8.1. Teaching resources for the subject

Name	Type	Notes
Badger, Ian & Pete Menzies	Bibliography	(2007): English for Business Life (Advanced). Marshall Cavendish Education. London.
Clandfield, L. & A. Jeffries	Bibliography	(2012): Advanced Coursebook Global. Macmillan.

Cotton, D & S. Robbins	Bibliography	(1993) Business Class. Longman
Comfort, J.	Bibliography	(2001): Effective Presentations, Student's Book. Oxford Business English Skills. Oxford University Press.
Comfort, J., P. Rogerson, T. Stott & D. Utley	Bibliography	(1999): Speaking Effectively. Cambridge University Press
De Chazal, E. & J. Moore	Bibliography	(2013) Oxford EAP Advanced/C1. A course in English for Academic Purposes. Oxford University Press.
Grussendorf, M.	Bibliography	(2007): English for Presentations. Oxford University Press
Gurak, L. J.	Bibliography	(2000): Oral presentations for technical communication. Pearson Ed. Allyn & Bacon Series.
Hughes, J & Mallet, A.	Bibliography	(2012): Successful Presentations. Video Course. Oxford
Hughes, J & Mallet, A.	Bibliography	(2013): Successful Meetings. Video Course. Oxford
King, D.	Bibliography	(2008): Meetings. Delta Publishing
Lowe, S.	Bibliography	(2004). Telephoning (Self-Study Guide and 2CDs). Delta Publishing
Lowe, S.	Bibliography	(2005): Presenting (with audio CD) Delta Publishing.
Powell, M.	Bibliography	(2002): Presenting in English. How to give successful presentations. Thomson.
Remacha Esteras, S.	Bibliography	(2007): Professional English in Use. Cambridge University Press.
Sweeney, S.	Bibliography	(2004): Communicating in Business"Cambridge University Press.
Williams, E.J.	Bibliography	(2008): Presentations in English. Find your voice as a presenter. MacMillan.

Beaumont, D.& C. Granger	Others	(1989): The Heinemann English Grammar. Heinemann. London.
Collins Cobuild English Grammar.	Others	(1990). Birmingham University International Language Database. Collins ELT.
De Devitiis, L. Mariani & K. O'Malley	Others	(1989): English Grammar for Communication. Longman.
Duque, M.M., Ibáñez, A. y Ramos, E.	Others	(1991): Gramática de la lengua inglesa. ETSIT. Madrid.
Thomson, A.J. & A. V. Martinet	Others	(1986): A Practical English Grammar. OUP
Wordreference Dictionaries	Web resource	<a href="http://www.wordreference.com/">http://www.wordreference.com/</a>
Oxford Collocations Dictionary	Web resource	<a href="http://oxforddictionary.so8848.com/">http://oxforddictionary.so8848.com/</a>
Linguee	Web resource	<a href="http://www.linguee.es/">http://www.linguee.es/</a>
Merriam Webster Dictionary	Web resource	<a href="http://www.merriam-webster.com/">http://www.merriam-webster.com/</a>
Oxford Learners Dictionary	Web resource	<a href="http://www.oxfordlearnersdictionaries.com/">http://www.oxfordlearnersdictionaries.com/</a>
English Grammar and Vocabulary	Web resource	<a href="http://www.nonstopenglish.com/Default-001.aspx">http://www.nonstopenglish.com/Default-001.aspx</a>
Breaking News (listening)	Web resource	<a href="http://www.breakingnewsenglish.com/">http://www.breakingnewsenglish.com/</a>
BBC	Web resource	<a href="http://www.bbc.co.uk/">http://www.bbc.co.uk/</a>
TED Talks	Web resource	<a href="http://www.ted.com/talks">http://www.ted.com/talks</a>
Hughes, D. & Benedict P.	Bibliography	(2000): The Oxford Union Guide to Successful Public Speaking. Virgin Books Ltd. London
Reinhart, S.M.	Bibliography	(2002). Giving Academic Presentations. Michigan Series in English for Academic and Professional Purposes.