



INTERNATIONAL
CAMPUS OF
EXCELLENCE

COORDINATION PROCESS OF
LEARNING ACTIVITIES
PR/CL/001



E.T.S. de Edificación

ANX-PR/CL/001-01

LEARNING GUIDE

SUBJECT

545000166 - English For Professional And Academic Communications

DEGREE PROGRAMME

54ID - Doble Grado En Edificación Y En Administración Y Dirección De Empresas

ACADEMIC YEAR & SEMESTER

2023/24 - Semester 2

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1. Description

1.1. Subject details

Name of the subject	545000166 - English For Professional And Academic Communications
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Fifth year
Semester of tuition	Semester 9 Semester 10
Tuition period	February-June
Tuition languages	English
Degree programme	54ID - Doble Grado en Edificación y en Administración y Dirección de Empresas
Centre	54 - Escuela Técnica Superior De Edificación
Academic year	2023-24

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Miguel Fernandez Alvarez		m.fernandez@upm.es	- -
Maria Trinidad Fernandez Perez (Subject coordinator)		trinidad.fernandez@upm.es	- -

* 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

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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

CG13 - Uso de la lengua inglesa en el ámbito de la edificación.

CG17 - Que los estudiantes sean capaces de trabajar en un entorno bilingüe (inglés-castellano) propio del ámbito de la administración y dirección de empresas.

CG20 - Que los estudiantes sean capaces de trabajar en entornos diversos, comprendiendo y adaptándose a situaciones nuevas en el ámbito de la administración y dirección de empresas.

4.2. Learning outcomes

RA162 - Expresión oral y escrita en inglés en el contexto de la Administración y Dirección de Empresas.

RA161 - Comprender el discurso oral y escrito en inglés específico de la Administración y Dirección de Empresas.

RA163 - Utilizar adecuadamente la lengua inglesa en el contexto profesional de la Administración y Dirección de Empresas.

RA160 - Conocer y saber utilizar la terminología especializada de la Administración y Dirección de Empresas en 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.

5. Brief description of the subject and syllabus

5.1. Brief description of the subject

Estudio teórico-práctico de los rasgos léxicos, sintácticos, discursivos y estilísticos característicos del inglés empresarial. Introducción a esta lengua, haciendo hincapié en el aprendizaje de las destrezas comunicativas necesarias para poder desenvolverse con soltura en un futuro profesional.

5.2. Syllabus

1. Module 1. Finding a job

1.1. Lesson 1.1. Professional skills building

1.2. Lesson 1.2. Résumés and cover letters

1.3. Lesson 1.3. Networking

1.4. Lesson 1.4. Interviewing

2. Module 2. Principles and elements of communication in the workplace

2.1. Lesson 2.1. Effective communication in the workplace

2.2. Lesson 2.2. Methods of communication

2.3. Lesson 2.3. Ethics in communication

2.4. Lesson 2.4. Group dynamics

3. Module 3. Collaboration in and across teams

3.1. Lesson 3.1. Team communication in the workplace

3.2. Lesson 3.2. Collaborative projects

3.3. Lesson 3.3. Working across genders

3.4. Lesson 3.4. Intercultural communication

4. Module 4. Written communication

4.1. Lesson 4.1. Writing the right message

4.2. Lesson 4.2. Email writing

4.3. Lesson 4.3. Note taking

4.4. Lesson 4.4. Memos, agendas and meeting minutes

5. Module 5. Understanding reports and other technical and professional documents

5.1. Lesson 5.1. Basic rules of writing academic and professional texts

5.2. Lesson 5.2. Vocabulary and the lexical domain

5.3. Lesson 5.3. Reading techniques and strategies

5.4. Lesson 5.4. Reports

6. Module 6. Public speaking

6.1. Lesson 6.1. Effective public speaking

6.2. Lesson 6.2. Delivery

6.3. Lesson 6.3. Public speaking online

6.4. Lesson 6.4. Audience engagement

6. Schedule

6.1. Subject schedule*

Week	Classroom activities	Laboratory activities	Distant / On-line	Assessment activities
1	Introduction to the subject Duration: 04:00 Lecture			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
2	Module 1. Finding a job Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
3	Module 1. Finding a job Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
4	Module 2. Principles and elements of communication in the workplace Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
5	Module 2. Principles and elements of communication in the workplace Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
6	Module 3. Collaboration in and across teams Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
7	Module 3. Collaboration in and across teams Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
8	Module 4. Written communication Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00
9	Module 4. Written communication Duration: 04:00 Cooperative activities			Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00

10	<p>Module 5. Understanding reports and other technical and professional documents Duration: 04:00 Cooperative activities</p>			<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p>
11	<p>Module 5. Understanding reports and other technical and professional documents Duration: 04:00 Cooperative activities</p>			<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p>
12	<p>Module 6. Public speaking Duration: 04:00 Cooperative activities</p>			<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p>
13	<p>Module 6. Public speaking Duration: 04:00 Cooperative activities</p>			<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p> <p>Collaborative Project Group work Continuous assessment Presential Duration: 02:00</p>
14	<p>Escape Room Duration: 02:00 Cooperative activities</p>			<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p> <p>Oral Presentations Group presentation Continuous assessment Presential Duration: 02:00</p>
15				<p>Attendance and participation Other assessment Continuous assessment Presential Duration: 00:00</p> <p>Oral Presentations Group presentation Continuous assessment Presential Duration: 02:00</p> <p>Final Exam Written test Continuous assessment Presential Duration: 02:00</p>

16				<p>Personal interviews Individual presentation Continuous assessment Presential Duration: 04:00</p> <p>Individual Portfolio Individual work Continuous assessment Presential Duration: 00:00</p>
17				<p>Final Exam Other assessment Final examination Presential Duration: 02:00</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.

* The schedule is based on an a priori planning of the subject; it might be modified during the academic year, especially considering the COVID19 evolution.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
2	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
3	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
4	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
5	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
6	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
7	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
8	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
9	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
10	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
11	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20

12	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
13	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
13	Collaborative Project	Group work	Face-to-face	02:00	10%	/ 10	CG13 CG17 CG20
14	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
14	Oral Presentations	Group presentation	Face-to-face	02:00	2.5%	/ 10	CG13 CG17 CG20
15	Attendance and participation	Other assessment	Face-to-face	00:00	2%	/ 10	CG13 CG17 CG20
15	Oral Presentations	Group presentation	Face-to-face	02:00	2.5%	/ 10	CG13 CG17 CG20
15	Final Exam	Written test	Face-to-face	02:00	40%	/ 10	CG13 CG17 CG20
16	Personal interviews	Individual presentation	Face-to-face	04:00	5%	/ 10	CG13 CG17 CG20
16	Individual Portfolio	Individual work	Face-to-face	00:00	10%	/ 10	CG13 CG17 CG20

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Final Exam	Other assessment	Face-to-face	02:00	100%	/ 10	CG13 CG17 CG20

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
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Evaluación extraordinaria	Other assessment	Face-to-face	02:00	100%	5 / 10	CG13 CG17 CG20
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7.2. Assessment criteria

Sistema de evaluación

- Asistencia y participación 30%
- Evaluación de trabajos individuales 15%
- Evaluación de trabajos en grupo 15%
- Exámenes escritos 40%