



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

95000512 - English For Professional And Academic Communication

DEGREE PROGRAMME

09ID - Grado En Ingenieria Y Sistemas De Datos

ACADEMIC YEAR & SEMESTER

2024/25 - Semester 1

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1. Description

1.1. Subject details

Name of the subject	95000512 - English For Professional And Academic Communication
No of credits	6 ECTS
Type	Compulsory
Academic year of the programme	Second year
Semester of tuition	Semester 3
Tuition period	September-January
Tuition languages	English
Degree programme	09ID - Grado en Ingenieria y Sistemas de Datos
Centre	09 - Escuela Tecnica Superior De Ingenieros De Telecomunicacion
Academic year	2024-25

2. Faculty

2.1. Faculty members with subject teaching role

Name and surname	Office/Room	Email	Tutoring hours *
Maria De La Nava Maroto Garcia (Subject coordinator)	A-102	mariadelanava.maroto@upm .es	Sin horario. To be confirmed. Contact the teacher at mariadelanava.m aroto@upm.es to fix a date.

* 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

- In order to enrol for this course students are required to provide an approved certificate of at least B1 (CEFR) level in English. In order to pass the course students are required to provide a B2 level official certificate 5 working days before the exam.
- Should the B2 certificate remain pending, the student will be given 4.0 mark for the global exam and a "no show" (no presentado) in the extraordinary session.

4. Skills and learning outcomes *

4.1. Skills to be learned

CB04 - Que los estudiantes puedan transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado

CG01 - Tener capacidad de trabajar en entornos internacionales y multidisciplinares, haciendo uso de la lengua inglesa en forma oral y escrita.

CG06 - Poseer la habilidad para liderar equipos multidisciplinares para diseñar y construir sistemas que den respuesta a proyectos de ingeniería, dentro de un equipo organizando, planificando, tomando decisiones, negociando y resolviendo conflictos.

4.2. Learning outcomes

RA114 - Entender y producir textos, artículos y presentaciones orales en inglés.

RA117 - Manejar de forma competente las convenciones que rigen el inglés escrito y ser capaz de transferirlas a su propia producción lingüística para redactar textos en inglés técnico.

RA115 - Dominar la terminología propia de la Ingeniería de datos.

RA116 - Saber resumir y exponer correctamente y con rigor un tema sobre el que se ha documentado previamente.

* 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

Unit 1. Talking about yourself: Introducing yourself, video CV

Unit 2. Professional communication: e-mail writing, on the phone and teleconferencing, colloquia and meetings

Unit 3: Developing an academic or professional text: text and paragraph structure, text functions

Unit 4: Presenting a project proposal: long abstract, oral presentation, poster or pentachart

Unit 5: Applying for a position (academic or professional): job interviews, application letters

Theoretical short sessions: Linguistic contents are presented throughout the sessions, integrated with the activity.

Guided practical sessions: Besides theory, a varied range of activities will be carried out, both individually and in formal or informal groups. Some activities will be focused on reading specialized papers, reports and articles extracted from general and specialized journals, as well as many other tasks related to the understanding and the creation of oral and written texts about data-engineering.

Workshop sessions (both with previous preparation and spontaneous): In-class debates on controversial ethical and professional issues. Note-taking, language and other exercises. Preparation and delivery of oral presentations. Live writing tasks.

Attendance and active participation in academic seminars: Students will have to write summaries in English

about events taking place at the UPM.

5.2. Syllabus

1. Talking about yourself
 - 1.1. Video CV
 - 1.2. Body language
2. Professional communication
 - 2.1. On the phone: standard expressions
 - 2.2. Preparing information for a debate or a meeting
 - 2.3. Giving and asking for opinion
 - 2.4. Giving your own point of view
 - 2.5. Videoconferencing
3. Developing an academic or professional text
 - 3.1. Paragraph structure
 - 3.2. Cohesion and coherence: linkers and hedging
 - 3.3. E-mail writing
 - 3.4. Definitions and classifications; Physical and process descriptions
4. Presenting a project proposal: long abstract, oral presentation, poster or pentachart...
 - 4.1. Long abstract, keywords, referencing
 - 4.2. Oral presentation
 - 4.3. Poster or pentachart
 - 4.4. SDGs to be considered during the project
5. Applying for a position (academic or professional)
 - 5.1. Interviews
 - 5.2. Letter of motivation / Covering letter

6. Schedule

6.1. Subject schedule*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	<p>Course introduction Duration: 01:00 Lecture</p> <p>Talking about yourself: Greetings, meeting people, small talk; formal and informal talk (socializing); likes and dislikes, hobbies; voice modulation, eye-contact, gestures and body language; Video-CV Duration: 03:00 Cooperative activities</p>			
2	<p>On the phone: standard expressions, taking messages, replying to questions formal and informal, organizing activities Duration: 02:00 Problem-solving class</p> <p>Interactive workshop: Role playing on the phone: receiving and taking calls, spelling names, writing down numbers, taking messages Duration: 01:30 Cooperative activities</p> <p>Interactive workshop: video CV presentation Duration: 00:30 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Progressive assessment Presential Duration: 00:30</p> <p>Interactive workshop: oral practice Group work Progressive assessment Presential Duration: 01:30</p>
3	<p>Searching for specific information; preparing info for a debate or meeting, taking notes while listening Duration: 02:00 Problem-solving class</p> <p>Giving and asking for opinion; taking turns in a debate; preparing and participating in a videoconference Duration: 01:30 Cooperative activities</p> <p>Interactive workshop: video CV presentation Duration: 00:30 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Progressive assessment Presential Duration: 00:30</p> <p>Interactive workshop: oral practice Group work Progressive assessment Presential Duration: 03:30</p>

4	<p>Professional writing: paragraph and its structure; text structure: introduction, body conclusion Duration: 01:00 Lecture</p> <p>Professional writing: Cohesion and coherence. Linkers and hedging. Duration: 01:30 Lecture</p> <p>Interactive workshop: paragraph writing Duration: 01:00 Cooperative activities</p> <p>Interactive workshop: video CV presentation Duration: 00:30 Additional activities</p>			<p>Each student will present their video CV in class. Individual work Progressive assessment Presential Duration: 00:30</p> <p>Writing workshop: paragraph writing Group presentation Progressive assessment Presential Duration: 01:00</p>
5	<p>Synchronous and asynchronous online job interview; risky questions, most valued soft skills Duration: 02:00 Problem-solving class</p> <p>Interactive workshop: CV presentation Duration: 00:30 Additional activities</p> <p>Interactive workshop: job interview Duration: 01:30 Cooperative activities</p>			<p>Each student will present their video CV in class. Individual work Progressive assessment Presential Duration: 00:30</p> <p>Interactive workshop: job interview Group work Progressive assessment Presential Duration: 01:30</p>
6	<p>Professional communication: E-mail writing; soft skills, weaknesses presented within the STAR frame; Reading: skimming and scanning techniques; Making notes based on a written text Duration: 01:00 Lecture</p> <p>Paragraph essay structure: thesis, antithesis and synthesis; arguments in favour and against (pros and cons); strong conclusions Duration: 01:00 Lecture</p> <p>Interactive workshop: E-mail writing Duration: 01:00 Cooperative activities</p>			<p>Interactive workshop: E-mail writing Group work Progressive assessment Presential Duration: 02:00</p>
7	<p>Technical and scientific definitions, classifications. Physical and process description, providing specific information with professional terminology Duration: 01:00 Lecture</p> <p>Introduction to formal writing: technical writing and its features. Text and paragraph structure: introduction, body,</p>			<p>Definition and physical and process description exercises. Group work Progressive assessment Not Presential Duration: 02:00</p> <p>Cover letter to be prepared as a response to a real job offer Individual work Progressive assessment</p>

	<p>conclusions Duration: 02:00 Lecture</p> <p>Interactive workshop: Formal writing Duration: 01:00 Cooperative activities</p>			<p>Not Presential Duration: 02:00</p>
8	<p>Writing introductions, introductory phrases, presenting a problem and its solution, hedging and avoiding absolute statements, proofreading Duration: 01:00 Lecture</p> <p>Analysis of the structure, ordering of scrambled sentences into a logical paragraph Duration: 01:00 Cooperative activities</p> <p>Interactive workshop: abstract writing Duration: 02:00 Cooperative activities</p>			<p>Interactive workshop: Abstract writing, keyword selection, paraphrasing Group work Progressive assessment Presential Duration: 02:00</p>
9	<p>Writing practice in pairs, argumentation in favour and against sustainable procedures in technology Duration: 01:00 Cooperative activities</p> <p>Scientific and academic writing styles: abstract, key words, affiliation. Duration: 01:00 Lecture</p> <p>Interactive workshop: abstract and paragraph writing Duration: 02:00 Cooperative activities</p>			<p>Interactive workshop: Abstract writing, keyword selection, paraphrasing Group work Progressive assessment Presential Duration: 02:00</p>
10	<p>Oral presentation based on the previously presented proposal Duration: 02:00 Cooperative activities</p> <p>Preparing your visuals, contents, fonts size, images, copyright, accessibility Duration: 02:00 Cooperative activities</p>			<p>Long abstract related to sustainability issues in form of a proposal for a presentation Group work Progressive assessment Not Presential Duration: 02:00</p>
11	<p>Designing and preparing a conference poster or pentachart, clarity, conciseness, impact Duration: 03:00 Cooperative activities</p> <p>Interactive workshop: oral skills Duration: 01:00 Cooperative activities</p>			<p>Workshop on oral skills Group work Progressive assessment Presential Duration: 01:00</p>

12	<p>Videoconferencing and seminars Duration: 03:00 Problem-solving class</p> <p>Interactive workshop: oral skills Duration: 01:00 Cooperative activities</p>			<p>Workshop on oral skills Group work Progressive assessment Presential Duration: 00:30</p>
13	<p>Live presentations delivered in the classroom Duration: 04:00 Cooperative activities</p>			<p>Oral presentation delivered in groups on a topic related to their specialty Group presentation Progressive assessment Presential Duration: 04:00</p>
14	<p>Exam review Duration: 02:00 Problem-solving class</p>			<p>Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing Individual work Progressive assessment Presential Duration: 02:00</p>
15				
16				
17				<p>Global exam including all the contents of the course, grammar, use of English, vocabulary, reading, listening and writing Written test Global examination Presential Duration: 02:00</p> <p>Oral presentation Individual work Global examination Presential Duration: 00:15</p> <p>Long abstract related to sustainability issues in form of a project proposal Individual work Global 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.

7. Activities and assessment criteria

7.1. Assessment activities

7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
2	Each student will present their video CV in class.	Individual work	Face-to-face	00:30	3%	/ 10	CG01 CG06 CB04
2	Interactive workshop: oral practice	Group work	Face-to-face	01:30	3%	/ 10	CG01 CG06 CB04
3	Each student will present their video CV in class.	Individual work	Face-to-face	00:30	3%	/ 10	CG01 CG06 CB04
3	Interactive workshop: oral practice	Group work	Face-to-face	03:30	3%	/ 10	CG06 CB04 CG01
4	Each student will present their video CV in class.	Individual work	Face-to-face	00:30	3%	/ 10	CG01 CG06 CB04
4	Writing workshop: paragraph writing	Group presentation	Face-to-face	01:00	3%	/ 10	CG01 CG06 CB04
5	Each student will present their video CV in class.	Individual work	Face-to-face	00:30	3%	/ 10	CB04 CG01 CG06
5	Interactive workshop: job interview	Group work	Face-to-face	01:30	3%	/ 10	CG01 CG06 CB04
6	Interactive workshop:E-mail writing	Group work	Face-to-face	02:00	3%	/ 10	CG01 CG06 CB04
7	Definition and physical and process description exercises.	Group work	No Presential	02:00	%	/ 10	CB04 CG01 CG06
7	Cover letter to be prepared as a response to a real job offer	Individual work	No Presential	02:00	%	/ 10	CG01 CG06 CB04

8	Interactive workshop: Abstract writing, keyword selection, paraphrasing	Group work	Face-to-face	02:00	3%	/ 10	CB04 CG01 CG06
9	Interactive workshop: Abstract writing, keyword selection, paraphrasing	Group work	Face-to-face	02:00	3%	/ 10	CG01 CG06 CB04
10	Long abstract related to sustainability issues in form of a proposal for a presentation	Group work	No Presential	02:00	15%	5 / 10	CB04 CG01 CG06
11	Workshop on oral skills	Group work	Face-to-face	01:00	3%	/ 10	CG01 CG06 CB04
12	Workshop on oral skills	Group work	Face-to-face	00:30	3%	/ 10	CG01 CG06 CB04
13	Oral presentation delivered in groups on a topic related to their specialty	Group presentation	Face-to-face	04:00	15%	5 / 10	CG01 CG06 CB04
14	Test including all the contents of the course: grammar, use of language, vocabulary, listening and writing	Individual work	Face-to-face	02:00	40%	5 / 10	CG01 CG06 CB04

7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Global exam including all the contents of the course, grammar, use of English, vocabulary, reading, listening and writing	Written test	Face-to-face	02:00	40%	5 / 10	CG01 CG06 CB04
17	Oral presentation	Individual work	Face-to-face	00:15	15%	5 / 10	CG01 CG06 CB04
17	Long abstract related to sustainability issues in form of a project proposal	Individual work	Face-to-face	02:00	15%	5 / 10	CG01 CG06 CB04

7.1.3. Referred (re-sit) examination

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Written exam that includes all the contents of the course: tests of grammar, use of the language, listening and writing	Written test	Face-to-face	02:30	40%	5 / 10	CB04 CG01 CG06

Long abstract related to sustainability in form of a project proposal	Group work	Face-to-face	00:00	20%	5 / 10	CB04 CG01 CG06
Oral presentation	Group presentation	Face-to-face	00:10	20%	5 / 10	CB04 CG01 CG06
Interview with the examiners	Problem-solving test	Face-to-face	00:10	20%	5 / 10	CB04 CG01 CG06

7.2. Assessment criteria

Progressive assessment:

1. In-class participation in workshop activities (30%): Students will have to take part actively in these individual and group activities along the semester. A global individual mark will be provided bearing in mind the student's performance in live sessions. These activities are compulsory and non-recoverable at the end of the semester. They will follow a workshop structure and include, among others: debates, mini-tests based on listening or reading activities, video CV presentation, job interviews. The accomplishment of these activities requires regular class attendance.

2. Group tasks (30%): Students will have to complete one written (e.g. project proposal) and one oral (oral presentation) group task. These tasks are recoverable at the end of the semester. They must be submitted one week before the global exam in order to be assessed by the teacher.

3. Written test (40%): Listening, reading, use of English and writing test covering all the aspects worked in class. All the parts must be separately passed, A fail in one of the exam parts implies failing the whole written test.

IMPORTANT NOTE: Students without a B2 level certificate will be assessed with a FAIL (4/10) in the progressive assessment tasks until they provide the valid B2 level certificate required in order to pass the course. Once they provide a valid B2 level certificate, their tasks will be re-assessed with the corresponding mark.

The group tasks and the written tests must be **PASSED** separately to **PASS** the subject. Besides, the scores obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a **FAIL** in the subject.

Global assessment:

- A **written test** that includes all the contents of the course (40%): Listening, reading, use of English and writing test covering all the aspects worked during the course. A fail in one of the exam parts implies retaking the full exam again in the extraordinary call.

- **Written project proposal** (15%)

- **5/6-minute presentation** of the project proposal (15%)

Each part must be **PASSED** to **PASS** the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a **NOT PASS** in the subject. An overall mark of 5/10 needs to be achieved.

All the tasks and the written tests must be PASSED separately to PASS the subject. Besides, the scores obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a FAIL in the subject.

Extraordinary call:

- A **written test** that includes all the contents of the course: Listening, reading, use of English and writing test covering all the aspects worked during the course (40%)
- **Written project proposal** (20%)
- **5/6-minute presentation of the project proposal** (20%)
- **Interview with the examiners** where students (in pairs) will be required to answer questions and simulate different situations suggested by the examiners (20%)

All the tasks and the written tests must be PASSED separately to PASS the subject. Besides, the scores obtained together will have to sum up a minimum of 50% of the total grade of the subject. Students are reminded that plagiarism or copying in any part of the exam will mean a FAIL in the subject.

The assessment will check whether students have acquired the competences of the subject. Therefore, the assessment in the extraordinary call will use the same types of assessment techniques that are used in the assessment of the ordinary call (EX, ET, TG, etc.)."

IMPORTANT NOTES FOR APPLICATION TO PROGRESSIVE AND GLOBAL ASSESSMENT (both in ORDINARY AND EXTRAORDINARY CALLS):

- Students who enrol with a B1 level certificate must certify a B2 level of ENGLISH 5 working days prior to the global exam; otherwise, they will be not allowed to do the written test. Besides, they will be assessed with a FAIL (4/10) in the progressive assessment tasks until they provide the valid B2 level certificate required in order to pass the course. Once they provide a valid B2 level certificate, their tasks will be re-assessed with the corresponding mark.
- The tasks as well as some exercises in the written test are based on open-ended questions and a model answer will not be provided.
- The global assessment is scored 70% as the other 30% corresponds to in-class interactive participation in face to face activities. This part of the mark is non-recoverable because, in order to assess the ability to communicate and the soft skills associated to this course, class attendance is deemed essential. In-class activities have a workshop structure, which guarantees that students actually write their own texts and prepare their own discourses.
- The use of Internet and electronic sources during the ordinary and extraordinary exam is forbidden and this will imply a FAIL in the subject.
- Students are reminded that, In agreement with the ESTATUTO DEL ESTUDIANTE, art. 13, point 2 letter d) "plagiarism, copying any part of any of the deliverables, handing in someone else's work as one's own, or cheating during the exam is considered an offence which can be penalised with FAILING the subject".
- Any assessment or submission made may require further oral assessment by the teacher to validate that it has been done by the student on their own, and not by an AI system.

8. Teaching resources

8.1. Teaching resources for the subject

Name	Type	Notes
Moodle	Web resource	All the materials used in the course, exercises and class materials will be available on the platform
M. Hewings: Cambridge Academic English. Upper Intermediate. Cambridge:2012	Bibliography	An integrated skills course for EAP
C. Downes: Cambridge English for Job-hunting. Cambridge: 2014	Bibliography	Professional English Series
P. Emmerson: Business Vocabulary Builder. MacMillan, 2009	Bibliography	The words and phrases you need to succeed.
M. Powell: Presenting in English. Thomson/Heinle, 2002	Bibliography	How to give successful presentations
E. Williams: Presentations in English. MacMillan: 2008	Bibliography	Find your voice as a presenter
J. Hughes & A. Mallet: Successful meetings Oxford OUP 2013	Bibliography	DVD and Student's Book Pack
S. Bombardó et al.: Technical Writing Guide for Effective Communication, Barcelona UPC 2008	Bibliography	
M. Badecka-Kozikowska: English for Students of Electronics and Telecommunications. Gdansk, Wydawnictwo Politechniki Gdanskiej, 2015	Bibliography	
D. Barber et al.: Perspectives (Advanced C1), Boston: National Geographic Learning, 2018	Bibliography	

BBC Learning English	Web resource	https://www.bbc.co.uk/learningenglish/
Wired Magazine	Web resource	https://www.wired.com/
Academic Phrasebank	Web resource	https://www.phrasebank.manchester.ac.uk/
Purdue Online Writing Lab	Web resource	https://www.phrasebank.manchester.ac.uk/
TED Talks	Web resource	https://www.ted.com/talks

9. Other information

9.1. Other information about the subject

Accredited B2 level in English according to the Common European Framework of Reference for Languages is a MANDATORY REQUIREMENT to pass this course. Students are allowed to enrol in case they possess a B1 level certification, but they need to acquire an official B2 level during the semester and provide an official certificate up to 5 days before the global exam. This applies to progressive assessment as well as ordinary and extraordinary calls

The proposed schedule is a theoretical planning and is subject to changes during the course.

Communication with teachers. Students will communicate with their lecturers preferably via **e-mail**. Teachers will try to provide an answer within a maximum period of **72 hours (week-ends and holidays excluded)**. Students are encouraged to use their **corporate e-mail address** (@alumnos.upm.es).

Classes will be delivered in the English language, which is also to be used in all interactions between the student and the teacher (emails, office hours, conversations).

Platforms. The platform used for uploading materials and communication with students will be **Moodle**. Tasks must be handed in using this platform (unless required by the teacher). For on-line tutorials, the preferred platforms will be **Teams** and **Zoom**.

Students are REQUIRED to use their corporate e-mail address (xxxx@alumnos.upm.es), never their personal one.

Sustainable Development Goals.

The texts selected for the readings will bear in mind SDGs, specially goal 9 (industry, innovation and infrastructure). Likewise, goals 4 (Quality education) and 5 (Gender equality) will be directly addressed during the course. Goals 11 (Sustainable cities and communities) and 13 (Climate change) as well as goal 3 (Good health and well-being) will be directly pursued during the course.