



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingenieros  
Informaticos

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**105000046 - Building Up Communications Skills**

### DEGREE PROGRAMME

10II - Grado En Ingenieria Informatica

### ACADEMIC YEAR & SEMESTER

2024/25 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	105000046 - Building Up Communications Skills
<b>No of credits</b>	3 ECTS
<b>Type</b>	Optional
<b>Academic year of the programme</b>	Third year
<b>Semester of tuition</b>	Semester 5
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	10II - Grado en Ingenieria Informatica
<b>Centre</b>	10 - Escuela Tecnica Superior De Ingenieros Informaticos
<b>Academic year</b>	2024-25

## 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>
Elena Montiel Ponsoda	6004	elena.montiel@upm.es	Tu - 12:00 - 15:00 Th - 12:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.
Jelena Bobkina Lukascuka (Subject coordinator)	6004	jelena.bobkina@upm.es	W - 10:00 - 15:00 Th - 14:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del

			curso.
Hanane Benali Taouis	6004	hanane.benali@upm.es	Tu - 11:00 - 15:00 Th - 13:00 - 15:00 Horario provisional a confirmar por el profesor al inicio del curso.
Patricia Martin Chozas	6204	patricia.martin@upm.es	Tu - 14:00 - 15:00 Th - 14:00 - 15:00 Appointment to be requested by email. Thank you
Almudena Diaz Garcia	6004	almudena.diaz@upm.es	M - 08:00 - 08:15 Appointment to be requested by email.

\* 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

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#### 3.1. Recommended (passed) subjects

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

#### 3.2. Other recommended learning outcomes

- It is advisable to have a B1 in English

## 4. Skills and learning outcomes \*

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### 4.1. Skills to be learned

CG-13/CE55 - Capacidad de comunicarse de forma efectiva con los compañeros, usuarios (potenciales) y el público en general acerca de cuestiones reales y problemas relacionados con la especialización elegida.

CG-2/CE45 - Capacidad para el aprendizaje autónomo y la actualización de conocimientos, y reconocimiento de su necesidad en el área de la informática.

CG-24/25/26/27 - Capacidad para trabajar en el contexto internacional, comunicándose en lengua inglesa y adaptándose a un nuevo entorno.

### 4.2. Learning outcomes

RA280 - Obtención de las competencias lingüísticas comunicativas (comprensión, expresión, etc.) habladas y escritas en entornos académicos/profesionales nacionales/internacionales.

\* 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

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### 5.1. Brief description of the subject

The main objective of this course is to prepare students for a B2 level in the TOEIC exam, with emphasis on listening and reading skills.

Students seeking to obtain the B2 level are strongly encouraged to register in this course, as this is the required minimum level to enroll in the compulsory course "English for Professional and Academic Communication".

All students at Universidad Politécnica de Madrid have the chance to take the TOEIC exam (listening and reading skills) under the SAI (Sistema de Acreditación Interna) scheme, to obtain a certificate of this level, should they need it.

The course book will be announced to the students at the beginning of the course.

## 5.2. Syllabus

1. Careers. Professions, recruitment and training
2. Workplaces: Offices, technology, facilities
3. Communications: News, internet, broadcasting
4. Retailing: Stores, products, services
5. Industry: Production, construction, automation
6. Trade: Markets, shipping, import and export
7. Leisure: Entertainment, recreation, culture
8. Money: Banking, budgets, investment
9. Travel: Tourism, transport, accommodation
10. Environment: Weather, natural resources, architecture
11. Health: Nutrition, medicine, fitness

## 6. Schedule

### 6.1. Subject schedule\*

Week	Type 1 activities	Type 2 activities	Distant / On-line	Assessment activities
1	<b>Introduction to the course</b> Duration: 02:00 Lecture			
2	<b>Unit 1</b> Duration: 02:00 Problem-solving class			
3	<b>Unit 2</b> Duration: 02:00 Problem-solving class			
4	<b>Unit 3</b> Duration: 02:00 Problem-solving class			
5	<b>Unit 4</b> Duration: 02:00 Problem-solving class			
6	<b>Unit 5</b> Duration: 02:00 Problem-solving class			
7	<b>Mid-term review</b> Duration: 02:00 Problem-solving class			
8	<b>Unit 6</b> Duration: 02:00 Problem-solving class			
9	<b>Unit 7</b> Duration: 02:00 Problem-solving class			
10	<b>Unit 8</b> Duration: 02:00 Problem-solving class			
11	<b>Unit 9</b> Duration: 02:00 Problem-solving class			
12	<b>Unit 10</b> Duration: 02:00 Problem-solving class			
13	<b>End-of-semester exam (evaluación progresiva)</b> Duration: 02:00 Problem-solving class			<b>End-of-semester exam (evaluación progresiva)</b> Written test Progressive assessment Presential Duration: 02:00

14	<b>Unit 11</b> Duration: 02:00 Problem-solving class			
15	<b>Revision</b> Duration: 02:00 Problem-solving class			
16				
17				<b>Evaluación global</b> Written test Global examination Presential Duration: 02:00

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.



## 7. Activities and assessment criteria

### 7.1. Assessment activities

#### 7.1.1. Assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
13	End-of-semester exam (evaluación progresiva)	Written test	Face-to-face	02:00	100%	5 / 10	CG-2/CE45 CG-13/CE55 CG-24/25/26/27

#### 7.1.2. Global examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	Evaluación global	Written test	Face-to-face	02:00	100%	5 / 10	CG-2/CE45 CG-13/CE55 CG-24/25/26/27

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

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
Extraordinary Assessment students will sit a final written exam in TOEIC format (100% of the grade).	Written test	Face-to-face	02:00	100%	5 / 10	CG-2/CE45 CG-13/CE55 CG-24/25/26/27

## 7.2. Assessment criteria

In the **Progressive Assessment** option, students will be evaluated by an end-of-semester exam in the TOEIC test format in week 14 (100% of the grade). Participation in class or in online sessions will be positively considered in the evaluation.

The **Global Assessment** option will consist of a final written exam in the TOEIC test format (100% of the grade).

**Extraordinary Assessment** students will sit a final written exam in TOEIC format (100% of the grade).

## 8. Teaching resources

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### 8.1. Teaching resources for the subject

Name	Type	Notes
How English works	Bibliography	
A Practical English Grammar	Bibliography	
Diccionarios español-inglés, inglés español	Bibliography	
OXFORD TACTICS. TOEIC LISTENING AND READING TEST	Bibliography	
BBC learnign English	Web resource	
The Voice of America	Web resource	
Target score. A communicative course for TOEIC Test preparation.	Bibliography	

## 9. Other information

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### 9.1. Other information about the subject

Communication with your tutors will be held by email and/or virtual meetings by appointment, preferably within the time slot of the official office hours.

This course strongly contributes to the 2030 Agenda for Sustainable Development Goals (SDG) in the following ways:

Goal number 4. Quality education, in the sense of encouraging students lifelong learning using foreign languages;

Goal number 5. Gender equality, by promoting class debates around prominent female researchers, scientists, and engineers;

Goal number 9. Industry, innovation, and infrastructure, by encouraging students to research technological advances that may have an impact on society.