Program	59EC – Communication Electronics Engineering B. Eng.
	59SC – Telecommunications Systems Engineering B. Eng.
	59SO – Sound and Image Engineering B.Eng.
	59TL – Telematics Engineering B. Eng.

Course code and name

Code	595000034, 595000333, 595000133, 595000233
Name	English For Professional And Academic Communication
Semester	S7 [(September-January)] & S8 [(February-June)]

Credits and contact hours

ECTS Credits	6
Contact hours	60

Coordinator's name	Argüelles Álvarez, Irina M [irina.arguelles@upm.es]

Specific course information

Description of course content

1. Cultural diversity and interpersonal relations. Greetings. Informal conversations. Professional communication: the e-mail and on the telephone.
2. Colloquia and meetings. Preparing information for a debate or a meeting. Giving and asking for opinion. Giving your own point of view. Taking turns in a conversation. The job interview.
3. Understanding conversations and conferences. Taking notes. Selecting and organizing information. Writing the final document.
4. Understanding academic and professional texts. Capture of notes. Taking notes. Selecting and organizing information. Writing the final document. The covering letter.
5. Oral presentations. Searching information. Selecting relevant information. Organizing the information. Preparing the talk. Visual resources, graphs and diagrams. Effective communication: words and body-language.

List of topics to be covered

1. Cultural diversity and interpersonal relations.
    1.1. Informal conversations.
    1.2. Greetings.
    1.3. Professional communication: the e-mail and on the telephone.
2. Colloquia and meetings. Job interviews.
    2.1. Preparing information for a debate or a meeting.
    2.2. Giving and asking for opinion.
    2.3. Giving your own point of view.
    2.4. Taking turns in a conversation.
    2.5. The job interview.
3. Understanding conversations and conferences.

3.1. Listening for general and specific information
3.2. Taking notes.
3.3. Selecting and organizing information.
3.4. Writing the final document.
3.5. The covering letter
4. Understanding academic and professional texts.
4.1. Reading professional and academic texts.
4.2. Taking notes.
4.3. Selecting and organizing information.
4.4. Writing the final document.
5. Oral presentations.
5.1. Searching and selecting relevant information.
5.2. Organizing the information.
5.3. Preparing the talk.
5.4. Visual resources, graphs and diagrams.
5.5. Effective communication: words and body-language.

Prerequisites or co-requisites
B2 level certificate in English language

Course category in the program	
☑ **R (required)**	☐ **E (elective)** *(elective courses may not be offered every year)*

Specific goals for the course

Specific outcomes of instruction

- RA199 – To synthesize the information related to the studies.
- RA198 – To understand the main ideas from complex texts in English language about both specific and abstract topics, even if they have got a technician character within a specialization area.
- RA202 - To organize coherently the ideas and opinions within an academic work.
- RA201 – To organize properly the information within sentences and paragraphs.
- RA200 – To prepare the outlines and to write well-structured texts such as reports or essays.
- RA204 – To produce clear and detailed texts about different topics and to defend a point of view about general topics, with pros and cons.
- RA203 – To contrast the ideas with the author's ones.
- RA205 – To network with native speakers with fluency and spontaneity so the communication will be developed without effort according to conversational partners.

Further reading and supplementary materials

– Moodle.
– Cambridge Academic English Upper Intermediate.
– Cambridge English for Job-Hunting.

Business Vocabulary Builder Intermediate to Upper intermediate. (MacMillan) The words & phrases you need to succeed.

Teaching methodology			
_X_ lectures	_X_ problem solving sessions	_X_ collaborative actions	__ laboratory sessions
Other:			