Program	61IW – Bachelor of Science in Software Engineering 61CI – Bachelor of Science in Computer Engineering 61SI – Bachelor of Science in Information Systems 61TI – Bachelor of Science in Information Society Technologies

Course number and name	
Number	615000332
Name	English for professional and academic communication
Semester	S1 [(September-January)]

Credits and contact hours	
ECTS Credits	6
Contact hours	60

Coordinator's name	Carola Álvarez-Bolado Sánchez (carola.alvarez-bolado@upm.es)

Specific course information
Description of course content
The course is intended to deal with the different communicative situations both in professional and academic settings. It aims at practising and eventually getting a good command of written and oral communication skills in those environments. The course will use authentic material as models which the students will produce later on their own. After this course the students are able to understand and write different kind of professional and academic documents, participate in meetings and prepare subject-content oral presentations.
List of topics to be covered
1. Terminology in academic environments and TICs. 2. General characteristics of written professional communication. 3. Types of professional communication: letters, e-mail, report, memorandum and other types of documents. 4. General characteristics of written academic communication. 5. Types of academic communication: abstracts, papers, technical reports, diploma projects and other types of documents. 6. Oral professional communication. 7. Facts intervening in oral presentations: context, partners, formality degree, body language and others.
Prerequisites or co-requisites
Certification of B2 level of English according to the Council of Europe's Common European Framework of Reference for Languages (CEFRL)
Course category in the program

R (required)	

Specific goals for the course

Specific outcomes of instruction

RA493 - The student is able to write a logically organized and coherent document on a wide variety of topics and support his/her views

RA492 - The student is able to write specialized-content documents

RA495 - The student is able to collect information from different sources, i.e. lecturers and bibliographic resources

RA523 - The student is able to understand complex and abstract ideas

RA496 - The student is able to communicate fluently and accurately in written and oral English in professional and academic environments

Further reading and supplementary materials

- Bombardo, C.; Aguilar, M.; Barahona, C. (2007); "Technical Writing. A Guide for Effective Communication". Barcelona, Ediciones UPC.
- Downer, C. (2013); "Job Hunting". Cambridge. Cambridge University Press.
- Dochao Moreno, L. y Llavona Arregui, J.L. (2002);"Manual de Correspondencia Comercial y Profesional en Inglés Orientada a Alumnos de Inglés para Entornos de Ingeniería".
- Lowe, S., Pile, L. (2007); "Negotiating". London: Delta Publishing. Taylor, S. (2004); "Model Business Letters, E-mails and Other Busines Documents". London: Pearson Education Limited.
- Thompson, K. (2007); "English for Meetings". Oxford: Oxford University Press Bibliography Textbook for meetings.
- Godwin, J., Strutt, L. (2008); "Test Your Business Vocabulary in Use. Advanced". Cambridge: Cambridge University Press.

Teaching methodology			
≈ 12 hours **lectures**	≈ 39 hours **collaborative actions**	≈ 9 hours **Tests and exams**	≥20 hours **Non-contact activities**