



## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Non-contact or recorded activities	Assessment activities
1		<b>IT Terminology: general features and technical words in context</b> Duration: 02:00 Cooperative activities  <b>Identification of technical words in authentic material : listing of words and their translation</b> Duration: 02:00 Cooperative activities		
2		<b>Descriptions of defining features of professional documents: genres</b> Duration: 02:00 Cooperative activities  <b>Paragraph writing: topic sentence and structure</b> Duration: 02:00 Cooperative activities		

3		<b>Analysis of professional discourse: tone, language and register</b> Duration: 02:00 Cooperative activities  <b>Generating ideas</b> Duration: 02:00 Cooperative activities		
4		<b>Analysis of professional writing: emails, memos and cover letters</b> Duration: 02:00 Cooperative activities  <b>Writing different kinds of emails according to purpose</b> Duration: 02:00 Cooperative activities		
5		<b>Using connectors as cohesive devices</b> Duration: 02:00 Cooperative activities  <b>Analysis of professional discourse. Introduction to academic writing</b> Duration: 02:00 Cooperative activities		

6		<b>Academic writing: structure and types. Abstracts, papers, critical reviews and technical reports</b> Duration: 04:00 Cooperative activities		
7		<b>Analysis of the structure of oral communication: language and genres</b> Duration: 02:00 Cooperative activities  <b>Analysis of authentic presentations in professional contexts: structure, vocabulary and body language</b> Duration: 02:00 Cooperative activities		
8		<b>Oral communication skills (conti.): conventional language structures, presentations and body language</b> Duration: 04:00 Cooperative activities	<b>Academic writing: structure and types. Abstracts, papers, critical reviews and technical reports</b>  <b>Teachers provide resources for learning about these types of writings through emails and moodle</b>  <b>Students upload tasks to moodle being corrected by the teachers</b>	<b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Continuous assessment Duration: 02:00  <b>MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review</b> Written test Final examination Duration: 02:00
9		<b>Oral communication skills in a professional setting: "elevator pitch ", job interviews</b> Duration: 04:00 Cooperative activities	<b>Presentations skills. Analysis of the structure, vocabulary, audience, content and language</b>  <b>Teachers provide resources and recommendations for presentations on moodle</b>  <b>Students prepare an oral presentation to be recorded and uploaded to moodle</b>	
10		<b>Oral communication skills: identifying roles and responsibilities in professional settings</b> Duration: 04:00 Cooperative activities	<b>Oral communication skills: identifying roles and responsibilities in professional settings</b>  <b>Teachers provide resources on moodle</b>  <b>Students identify roles and responsibilities of a meeting</b>  <b>Submission of a Technical Report</b>	<b>Submission of a Technical Report</b> Individual work Continuous assessment Duration: 04:30  <b>Submission of a Technical Report</b> Individual work Final examination Duration: 04:30
11		<b>Job meetings: general features and planning. Language structures and vocabulary</b> Duration: 01:00 Cooperative activities  <b>Practising job meetings: note taking, minutes and agenda</b> Duration: 01:00 Cooperative activities	<b>Job meetings: general features and planning. Language structures and vocabulary</b>  <b>Teachers provide resources on moodle</b>  <b>Students play on-line different roles of the meeting and record their performance and upload to moodle</b>  <b>Students practice oral comprehension with videos and on-lines comprehension questions on moodle</b>	<b>Role playing: simulations of professional activities, i.e. meetings, job interviews, negotiations</b> Group work Continuous assessment Duration: 02:00
12		<b>Meetings: chairing a meeting</b> Duration: 02:00 Cooperative activities  <b>Practising negotiating and networking</b> Duration: 02:00 Cooperative activities	<b>Meetings: Networking</b>  <b>Teachers provide resources on moodle</b>  <b>Students practice networking on-line on moodle or other on-line platforms if still necessary</b>	<b>FINAL EXAM: Written exam to test the student's competence in writing, listening comprehension and oral production</b> Written test Continuous assessment Duration: 04:00

13		<b>Oral Presentations: rehearsal of Technical Report</b> Duration: 04:00 Cooperative activities	<b>Oral Presentations of Technical Report: first rehearsal on-line recorded and uploaded to moodle if still necessary</b>	
14			<b>Oral Presentation of the Technical Report</b>	<b>Oral Presentation of the Technical Report</b> Group work Continuous assessment Duration: 04:00  <b>Oral Presentation of the Technical Report</b> Group work Final examination Duration: 04:00
15				
16				
17				<b>FINAL EXAM: Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings)</b> Written test Final examination Duration: 04:00

The independent study hours are training activities during which students should spend time on individual study or individual assignments.

Depending on the program 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 subject schedule is based on a previous theoretical planning of the subject plan and might go through experience some unexpected changes along throughout the academic year.

## 8. Activities and assessment criteria

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### 8.1. Assessment activities

#### 8.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Cacelled				
10	Submission of a Technical Report	Individual work	Non-contact	04:30	20%	4 / 10	CT13
11	Presentations and role playing of professional activities, i.e. job meetings, networking	Individual work on-line	On-line/ recorded	02:00	10%	2 / 10	CT13
12	FINAL EXAM: Written exam to test the student's competence in writing, listening comprehension and oral production	Written test	Face-to-face	04:00	50%	4 / 10	CT13
14	Oral Presentation of the Technical Report	Group work	On-line/recorded	04:00	20%	4 / 10	CT13

#### 8.1.2. Final examination

	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
8	MID-TERM EXAM: Writing a descriptive paragraph, emails, cover letter and critical review	Written test	Cancelled				
10	Submission of a Technical Report	Individual work	Non-contact	04:30	20%	4 / 10	CT13
14	Oral Presentation of the Technical Report	Group work	On-line/recorded	04:00	20%	4 / 10	CT13
17	FINAL EXAM: Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings)	Written test	Face-to-face	04:00	60%	4 / 10	CT13

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

Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
FINAL EXAM: 1. Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings) . 2. Submission and presentation of a Technical Report .	Written test	Face-to-face	04:00	100%	4 / 10	CT13

## 8.2. Assessment criteria

### EVALUATION CRITERIA

EXAMINATIONS	ON-LINE or RECORDED ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment (RA357,RA358,RA360,RA361). 20% -CANCELLED TO BE ASSESSED IN THE FINAL EXAM	2. Presentations and simulations of job meetings, networking- (RA357,RA358,RA359). 20%
	3. Submission of a Technical Report (RA357,RA358,RA359,RA360,RA361).10%
	4. Presentation of Technical Report-(RA357). 10%
5. Final exam of written production and oral comprehension - (RA357,RA358,RA360,RA361). 40%	

**B.- FINAL ASSESSMENT**

EXAMINATIONS	ON-LINE or RECORDED ACTIVITY
1. Mid-term exam: writing of descriptive texts, emails, summaries and critical assessment - (RA357,RA358,RA360,RA361) . 20% - <b>CANCELLED AND BE ASSESSED IN THE FINAL EXAM</b>	2.Submission of a Technical Report - (RA357,RA358,RA359,RA360,RA361) 10%
4. Final exam of writing and oral comprehension and role playing in different academic and professional settings - (RA357,RA358,RA359,RA360,RA361) . 60%	3. Presentation of Technical Report - (RA357) . 10%

Those students who apply for **final assessment** - "Solo prueba final"- should take the **Mid-term exam** scheduled for the **8th week** as well as submit their **Technical Report** and prepare their **oral presentation** of it **prior to their final exam**. These students are reminded that these activities and exam are scheduled as specified in table 8.1.2.

**C.-RE-SIT EXAMINATION**

EXAMINATION	NON-CONTACT ACTIVITY
1. Written exam to test the student's competence in writing, and listening comprehension and oral production (role playing in different professional and academic settings) - (RA357,RA358,RA359,RA360,RA361). 80%	2. Submission of a Technical Report - (RA357,RA358,RA359,RA360,RA361) 10%
3. <b>Presentation of Technical Report - (RA357) . 10%</b>	

Learning outcomes (RAs) are associated to each of the exams and activities.

Students are reminded to apply for "solo prueba final" before the last day of the first month once the semester starts.

## 9. Teaching resources

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### 9.1. Teaching resources for the subject

Name	Type	Notes
<a href="https://moodle.upm.es/titulaciones/oficiales">https://moodle.upm.es/titulaciones/oficiales</a>	Web resource	Moodle of the Universidad Politécnica of Madrid (SPAIN)
Purdue Online Writing Lab	Web resource	Online Writing Lab of Perdue University, Indiana (USA)



