



POLITÉCNICA

INTERNATIONAL  
CAMPUS OF  
EXCELLENCE

COORDINATION PROCESS OF  
LEARNING ACTIVITIES  
PR/CL/001



E.T.S. de Ingenieria de Montes,  
Forestal y del Medio Natural

# ANX-PR/CL/001-01

## LEARNING GUIDE

### SUBJECT

**135001701 - English For Professional And Accademic Communication**

### DEGREE PROGRAMME

13IF - Grado En Ingenieria Forestal

### ACADEMIC YEAR & SEMESTER

2021/22 - Semester 1

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## 1. Description

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### 1.1. Subject details

<b>Name of the subject</b>	135001701 - English For Professional And Accademic Communication
<b>No of credits</b>	6 ECTS
<b>Type</b>	Compulsory
<b>Academic year of the programme</b>	Fourth year
<b>Semester of tuition</b>	Semester 7 Semester 8
<b>Tuition period</b>	September-January
<b>Tuition languages</b>	English
<b>Degree programme</b>	13IF - Grado en Ingenieria Forestal
<b>Centre</b>	13 - E.T.S. De Ingenieria De Montes, Forestal Y Del Medio Natural
<b>Academic year</b>	2021-22

## 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>
Irena Trnkova-Farrell (Subject coordinator)	ETSI de Montes	irena.trnkova@upm.es	M - 14:30 - 17:30 W - 12:00 - 15:00

\* The tutoring schedule is indicative and subject to possible changes. Please check tutoring times with the faculty member in charge.

## 3. Prior knowledge required to take the subject

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### 3.1. Prerequisite (passed) subjects

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- Nivelacion B2 en Lengua Inglesa

### 3.2. Other required learning outcomes

The subject - other required learning outcomes, are not defined.

## 4. Prior knowledge recommended to take the subject

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### 4.1. Recommended (passed) subjects

- Developing Communication Skills I
- Developing Communication Skills Ii

### 4.2. Other recommended learning outcomes

- B2 level in English, preferably not by Aptis
- Acreditar nivel B2

## 5. Skills and learning outcomes \*

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### 5.1. Skills to be learned

CT 3 - Fortalecer el conocimiento oral y escrito del idioma inglés

### 5.2. Learning outcomes

RA127 - Exponer temas profesionales en inglés de manera clara, precisa y coherente teniendo en cuenta la audiencia ya sea especializada o no

RA131 - Recopilar y crear sus propias bases de datos terminológicas.

RA617 - RA131

RA178 - Es capaz de revisar un texto para corregir autónomamente defectos a nivel microlingüístico.

RA174 - RA 2 Es capaz de comunicarse de forma eficaz, tanto formal como informalmente, bien en grupo o de forma individual

RA176 - Es capaz de escribir un texto breve sobre un tema de su campo de especialización basándose en fuentes.

RA179 - Es capaz de entender el vocabulario académico general y usarlo de forma correcta y apropiada.

RA177 - Es capaz de planificar y organizar las ideas para posteriormente redactar un texto cohesionado de forma coherente.

RA180 - Es capaz de reconocer y usar las estructuras retóricas más comunes en los entornos académicos (causa-efecto; problema-solución; introducción-idea principal-ideas secundarias)

RA181 - Es capaz de resumir información proveniente de diferentes fuentes, haciendo uso de estrategias más comunes: paráfrasis y cita indirecta.

RA173 - RA 1 Es capaz de entender las ideas principales y información específica que traten de temas tanto concretos como abstractos, incluso si son de carácter técnico dentro de su campo de especialización.

RA175 - Es capaz de exponer temas profesionales en inglés de manera clara, precisas y coherente, teniendo en cuenta la audiencia a la que se dirige.

\* 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.

## 6. Brief description of the subject and syllabus

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### 6.1. Brief description of the subject

The course **English for Professional and Academic Communication** prepares students for oral and written communication in academic and professional setting, with a special focus on forestry and environmental topics.

### 6.2. Syllabus

1. Introduction into Oral Communication. Role of speaker and listener. Listening for main ideas and for specific information. Listening and note-taking.
  - 1.1. Strategies for Oral Communication. Useful language. Oral Communication Workshop: signposting language
2. Information transfer in pairs (Structure of a university degree). Listening and recording information in note-form in a flowchart. Vocabulary building.
  - 2.1. Group oral presentation practice (MSc Erasmus Mundus forestry degrees) Written versus spoken English. Selecting and ordering information. Presenting information from notes. Introduction to academic writing. The writing process. Academic world list
  - 2.2. Listening skills (MSc University of Cumbria Video) Note-taking techniques. Outlining: selecting and structuring main ideas, supporting ideas and details. Reporting from outlines to text.
3. Pair presentation practice (IUCN Red list categories). Group presentation practice (IUCN Report on biodiversity in Spain).
  - 3.1. Group information transfer (Endangered wildlife species). Jigsaw listening and recording information in note-form. Pronunciation and word stress. Paraphrasing and Summarizing (Endangered species, Species recovery)
4. Describing a process. Language of cause-effect. Expressing causal relationships. Paragraph building, reference and cohesion (Loss of biodiversity)
5. Listening to a live conference (Rewilding Europe conference). Recording information: from notes to outline.
  - 5.1. From listening to participating in a debate. Debate skills and language (Wilderness, Rewilding, Tourism)
  - 5.2. Oral presentation preparation and design (Rewilding projects in Europe).
  - 5.3. Evaluation of Oral presentations: Criteria for evaluation.

6. Listening for specific information. Recording information in note-form. Vocabulary building
  - 6.1. Individual presentations on selected topics (Endangered species, wildlife management)
7. Group presentation practice (Ecoregions; Forest ecosystems). Selecting main and subsidiary points. Recording data in note-form. Pronunciation and stress. Vocabulary building
  - 7.1. Listening skills (Doñana NP, Spanish National parks videos) Vocabulary building. Recording information: summarizing
  - 7.2. Individual presentations on selected topics (Forest ecosystems)
8. Strategies for writing essays/papers. Reading academic articles. Ecological networks
9. Academic writing style. Citation. Plagiarism. Referencing sources.
10. The term paper: genre constraints. Planning, outlining and drafting. Revising, editing & publishing

## 7. Schedule

### 7.1. Subject schedule\*

Week	Face-to-face classroom activities	Face-to-face laboratory activities	Distant / On-line	Assessment activities
1	<p><b>Group dynamics. Needs analysis questionnaire</b> Duration: 01:30 Cooperative activities</p> <p><b>Oral presentation strategies. Oral comprehension.</b> Duration: 01:30 Lecture</p> <p><b>Oral presentation practice</b> Duration: 00:30 Laboratory assignments</p>		<p><b>Group dynamics. Needs analysis questionnaire</b> Duration: 01:30 Cooperative activities</p> <p><b>Oral presentation strategies. Oral comprehension.</b> Duration: 01:30 Lecture</p> <p><b>Oral presentation practice</b> Duration: 00:30 Laboratory assignments</p>	<p><b>Needs analysis questionnaire</b> Individual work Continuous assessment Not Presential Duration: 01:00</p>
2	<p><b>Information transfer in pairs (Structure of a university degree)</b> Duration: 02:00 Cooperative activities</p> <p><b>Group presentation (Erasmus Mundus MSc degrees)</b> Duration: 02:00 Laboratory assignments</p>		<p><b>Information transfer in pairs (Structure of a university degree)</b> Duration: 02:00 Cooperative activities</p> <p><b>Group presentation (Erasmus Mundus MSc degrees)</b> Duration: 02:00 Laboratory assignments</p>	<p><b>COURSEWORK: Essay on a choice of degree</b> Individual presentation Continuous assessment Not Presential Duration: 01:00</p>
3	<p><b>Oral comprehension (NS Forestry video)</b> Duration: 01:00 Laboratory assignments</p> <p><b>Writing an outline</b> Duration: 00:30 Lecture</p> <p><b>Preparing a report</b> Duration: 00:30 Cooperative activities</p> <p><b>CV/Cover letter writing</b> Duration: 01:00 Lecture</p>		<p><b>Oral comprehension (NS Forestry video)</b> Duration: 01:00 Laboratory assignments</p> <p><b>Writing an outline</b> Duration: 00:30 Lecture</p> <p><b>Preparing a report</b> Duration: 01:00 Additional activities</p> <p><b>CV/Cover letter writing</b> Duration: 01:00 Lecture</p>	<p><b>COURSEWORK: Report NSF video</b> Individual work Continuous assessment Not Presential Duration: 00:30</p> <p><b>TEST: Listening comprehension (NSF)</b> Problem-solving test Continuous assessment Presential Duration: 00:50</p>
4	<p><b>CV/Cover letter writing</b> Duration: 02:00 Lecture</p> <p><b>CV/Cover letter writing. Interviews</b> Duration: 02:00 Laboratory assignments</p>		<p><b>CV/Cover letter writing</b> Duration: 02:00 Lecture</p> <p><b>CV/Cover letter writing. Interviews</b> Duration: 02:00 Laboratory assignments</p>	<p><b>COURSEWORK: CV</b> Individual work Continuous assessment Not Presential Duration: 01:00</p> <p><b>COURSEWORK: Cover letter</b> Individual work Continuous assessment Not Presential Duration: 01:00</p>



5	<p><b>Listening comprehension: IUCN Red list video</b> Duration: 01:00 Laboratory assignments</p> <p><b>Group presentation- Biodiversity at risk</b> Duration: 01:30 Cooperative activities</p> <p><b>Listening comprehension: Biodiversity video</b> Duration: 00:30 Laboratory assignments</p>		<p><b>Listening comprehension: IUCN Red list video</b> Duration: 01:00 Laboratory assignments</p> <p><b>Group presentation- Biodiversity at risk</b> Duration: 01:30 Cooperative activities</p> <p><b>Listening comprehension: Biodiversity video</b> Duration: 00:30 Laboratory assignments</p>	<p><b>TEST: Cover letter</b> Problem-solving test Continuous assessment Presential Duration: 01:00</p>
6	<p><b>Reading comprehension. Jigsaw reading and listening</b> Duration: 02:00 Cooperative activities</p> <p><b>Listening comprehension (Rewilding)</b> Duration: 02:00 Laboratory assignments</p>		<p><b>Reading comprehension. Jigsaw reading and listening</b> Duration: 02:00 Cooperative activities</p> <p><b>Listening comprehension (Rewilding)</b> Duration: 02:00 Laboratory assignments</p>	<p><b>COURSEWORK: Summary</b> Group work Continuous assessment Not Presential Duration: 01:00</p> <p><b>COURSEWORK: Vocabulary match</b> Individual work Continuous assessment Not Presential Duration: 00:01</p>
7	<p><b>Pronunciation lesson</b> Duration: 01:00 Lecture</p> <p><b>Pronunciation practice</b> Duration: 01:00 Cooperative activities</p> <p><b>Jigsaw listening (Endangered species)</b> Duration: 01:00 Cooperative activities</p>		<p><b>Pronunciation lesson</b> Duration: 01:00 Lecture</p> <p><b>Pronunciation practice</b> Duration: 01:00 Cooperative activities</p> <p><b>Jigsaw listening (Endangered species)</b> Duration: 01:00 Cooperative activities</p>	<p><b>COURSEWORK: pronunciation exercise</b> Individual work Continuous assessment Not Presential Duration: 00:30</p>
8	<p><b>Writing an outline based on a text. Selecting main ideas/From outline to text</b> Duration: 02:00 Lecture</p> <p><b>Jigsaw listening (ecoregions)</b> Duration: 01:30 Cooperative activities</p>		<p><b>Writing an outline based on a text. Selecting main ideas/From outline to text</b> Duration: 02:00 Lecture</p> <p><b>Jigsaw listening (ecoregions)</b> Duration: 01:30 Cooperative activities</p>	<p><b>COURSEWORK: Outline and writing a description of a cause/effect process</b> Individual presentation Continuous assessment Not Presential Duration: 01:00</p> <p><b>COURSEWORK: Ecoregions</b> Individual work Continuous assessment Not Presential Duration: 01:15</p>
9	<p><b>Oral practice: Iberian forests</b> Duration: 02:00 Cooperative activities</p> <p><b>Oral presentations basics</b> Duration: 01:00 Lecture</p> <p><b>Criteria and evaluation of oral presentations</b> Duration: 00:30 Lecture</p> <p><b>Listening comprehension: Effective presentations</b></p>		<p><b>Oral practice: Iberian forests</b> Duration: 02:00 Cooperative activities</p> <p><b>Oral presentations basics</b> Duration: 01:00 Lecture</p> <p><b>Criteria and evaluation of oral presentations</b> Duration: 00:30 Lecture</p> <p><b>Listening comprehension: Effective presentations</b></p>	<p><b>COURSEWORK: Oral presentation proposal</b> Individual work Continuous assessment Presential Duration: 05:00</p>

	Duration: 00:30 Cooperative activities		Duration: 00:30 Cooperative activities	
10	<b>Miniconference of oral presentations (evaluated)</b> Duration: 02:30 Cooperative activities  <b>Miniconference of oral presentations (evaluated)</b> Duration: 02:00 Cooperative activities		<b>Miniconference of oral presentations (evaluated)</b> Duration: 02:30 Cooperative activities  <b>Miniconference of oral presentations (evaluated)</b> Duration: 02:00 Cooperative activities	<b>Class oral presentation</b> Individual presentation Continuous assessment Presential Duration: 00:00
11	<b>Reading comprehension: academic texts</b> Duration: 01:30 Cooperative activities  <b>Preparation for the final test</b> Duration: 01:30 Laboratory assignments		<b>Reading comprehension: academic texts</b> Duration: 01:30 Cooperative activities  <b>Preparation for the final test</b> Duration: 01:30 Laboratory assignments	<b>COURSEWORK: Vocabulary match</b> Individual work Continuous assessment Not Presential Duration: 01:00
12				<b>FINAL TEST</b> Problem-solving test Continuous assessment Presential Duration: 02:00  <b>Active participation in class and non-evaluated coursework</b> Individual work Continuous assessment Presential Duration: 00:00
13				
14				
15				
16				
17				<b>FINAL EXAM</b> Problem-solving test Final examination Not Presential Duration: 03:00

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.

\* The schedule is based on an a priori planning of the subject; it might be modified during the academic year, especially considering the COVID19 evolution.

## 8. Activities and assessment criteria

### 8.1. Assessment activities

#### 8.1.1. Continuous assessment

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
1	Needs analysis questionnaire	Individual work	No Presential	01:00	0%	0 / 10	CT 3
2	COURSEWORK: Essay on a choice of degree	Individual presentation	No Presential	01:00	0%	0 / 10	CT 3
3	COURSEWORK: Report NSF video	Individual work	No Presential	00:30	5%	6 / 10	CT 3
3	TEST: Listening comprehension (NSF)	Problem-solving test	Face-to-face	00:50	10%	6 / 10	CT 3
4	COURSEWORK: CV	Individual work	No Presential	01:00	0%	0 / 10	CT 3
4	COURSEWORK: Cover letter	Individual work	No Presential	01:00	0%	0 / 10	CT 3
5	TEST: Cover letter	Problem-solving test	Face-to-face	01:00	10%	6 / 10	CT 3
6	COURSEWORK: Summary	Group work	No Presential	01:00	5%	6 / 10	CT 3
6	COURSEWORK: Vocabulary match	Individual work	No Presential	00:01	5%	6 / 10	CT 3
7	COURSEWORK: pronunciation exercise	Individual work	No Presential	00:30	0%	0 / 10	CT 3
8	COURSEWORK: Outline and writing a description of a cause/effect process	Individual presentation	No Presential	01:00	5%	6 / 10	CT 3
8	COURSEWORK: Ecoregions	Individual work	No Presential	01:15	5%	6 / 10	CT 3
9	COURSEWORK: Oral presentation proposal	Individual work	Face-to-face	05:00	5%	6 / 10	CT 3
10	Class oral presentation	Individual presentation	Face-to-face	00:00	30%	6 / 10	CT 3
11	COURSEWORK: Vocabulary match	Individual work	No Presential	01:00	0%	0 / 10	CT 3
12	FINAL TEST	Problem-solving test	Face-to-face	02:00	15%	6 / 10	CT 3

12	Active participation in class and non-evaluated coursework	Individual work	Face-to-face	00:00	5%	6 / 10	CT 3
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### 8.1.2. Final examination

Week	Description	Modality	Type	Duration	Weight	Minimum grade	Evaluated skills
17	FINAL EXAM	Problem-solving test	No Presential	03:00	100%	6 / 10	CT 3

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

No se ha definido la evaluación extraordinaria.

## 8.2. Assessment criteria

**Continuous evaluation** activities total 100% (Las actividades de evaluación final y continua suman los 100% del total)

**Pass: 60% (Aprobado: 60%)**

To pass the course it is necessary to complete all coursework (Para poder superar se han de entregar todos los trabajos del curso)

and do all continuous evaluation tests (Realizar pruebas de evaluación continua)

Participate actively in clases (Participar activamente en clases)

Attendance minimum 80% (Asistencia minima de 80%)

**Final exam** totals 100%

Final exam consists of: (En falta de los nombrados, exámen final que consistirá en:)

1.Oral comprehension and oral presentation (Prueba de comprensión y expresión oral)

2. Written comprehension and written expression (Prueba de comprensión y expresión escrita)

## 9. Teaching resources

### 9.1. Teaching resources for the subject

Name	Type	Notes
Bailey, Stephen. Academic Writing. 2nd ed. 2006. Routledge.	Bibliography	Academic writing. Materiales para enseñar la redacción académica
Boardman, Cynthia A. 2008. Writing to Communicate 2. Longman.	Bibliography	Academic writing. Materiales para aprendizaje de redacción académica
Comfort, Jeremy. 1995. Effective Presentations. OUP.	Bibliography	Oral presentations. Material de aprendizaje; presentaciones orales
Lynch, Tony, K. Anderson. 1992. Study Speaking. CUP.	Bibliography	Speaking. Oral presentations. Materiales de clase. presentaciones orales
Jordan, R.R. 1997. English for Academic Purposes. CUP.	Bibliography	English for specific purposes. Material de clase. inglés para fines académicos
Oshima, Alice & Ann Hogue. 2007. Introduction to Academic Writing 3. Longman	Bibliography	Aprendizaje: redacción académica
Biodiversity video. Wolves in Yellowstone NP. Animals of British Countryside. Video. David Attenborough.	Bibliography	Authentic materials for oral comprehension. Material auténtico para comprensión oral
Doñana. A Paradise for Birds. 2001. Video. Unesco Publishing.	Others	Authentic materials for oral comprehension. Material auténtico para comprensión oral
Forest Systems. 2010-2020. INIA. ISSN 2171-5068	Bibliography	Scientific journal. Reading comprehension. Revista científica de temas forestales. Comprensión lectora y redacción
Journal of Forestry. Society of American Foresters. ISSN: 0022-1201	Bibliography	Scientific journal. Reading comprehension. Revista científica de tema forestal. Comprensión lectora y redacción académica

European Commission, WWF, FAO, Wilderness Society, Iberian Nature etc.	Web resource	Resources for students' preparation and consultation. Recursos de consulta. Presentaciones orales y redacciones
European universities web pages	Web resource	Resources for classtask preparation. Recursos para tareas de clase

## 10. Other information

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### 10.1. Other information about the subject

Written coursework, topics and criteria of evaluation can be adapted at the beginning of the semestre, depending of the entry level and number of students. Students will be notified in due time.

(Actividades escritas (coursework) y criterios de evaluación pueden adaptarse al inicio del semestre en función del número de alumnos en el grupo. En este caso se informará a los alumnos y se presentará una nueva evaluación).