Comunicació en Anglès Tècnic-
Communication in Technical English

1. Descriptive data of the subject

Degrees:	Grau en Enginyeria en Informàtica, Grau en Enginyeria Telemàtica Grau en Enginyeria de Sistemes Audiovisuals
Code:	21423, 21730 i 21615
Course:	Third
Trimestre:	First
Number of credits:	ECTS, 4
Total workload of students:	100 hours
Language in classes:	English
Professors:	Ralph Andrzejak

2. Presentation of the subject

The course on communication in technical English is a fundamental course in the degrees of 'Enginyeria en Informàtica', 'Enginyeria en Sistemes Audiovisuals', and 'Enginyeria en Telemàtica'. It will be held in the first trimester of the third academic year. This course does not require pre-knowledge from other courses of the degrees. This course is important for all those courses in the above degrees for which the study of English text books is required. Furthermore, the course is essential to attend classes in the degrees that are presented in English, during which the students have to express themselves in English, and for which homework has to be delivered in English.

The aim of the course is that all students improve their skills in communication in technical English. It will provide guidelines for the conceptualisation, structuring and writing of short as well as extended English texts. It will also contain guidelines for the conceptualisation, preparation and presentation of seminar talks in English. It will contain recommendations for the writing of formal emails. The students will be instructed to improve their comprehension of written and spoken English texts. The importance of English in the context of university studies, science, and the job market will be illustrated. Valuable sources of academic and scientific information in English will be indicated to the students.

3. Competences to be obtained in the subject

General competences	Specific competences
Instrumental Capacity to communicate orally and in writing in English in academic and professional contexts, both before expert and non-expert audiences. Ability to search and manage information. Capacity to analyze, synthesise and organize information. Capacity to apply knowledge to the analysis of situations and problem resolution. *Interpersonal* Capacity to work in international and interdisciplinary contexts. *Systemic* Capacity to recognise and understand diversity and multiculturalism.	• Appreciation of the importance of English for university studies, science, and the engineering job market. • Comprehension of written English text. • Comprehension of spoken English text. • Extraction and distilling of information from various English sources. • Preparation and Presentation of English Seminars. • Proficiency in written and oral communication in English

4. Contents

1) Introduction.
Review of the importance of English in various contexts. Overview of the delivery structure of the course. Clarification and motivation of the goals of the course. Overview of the essentials of successful technical communication.

2) Recommendations for a good writing style.
Detailed guidelines for the selection of the right English words and the writing of English sentences. Avoiding plagiarism.

3) Writing abstracts in technical English.
The aim of abstracts. Elements of abstracts. Detailed guidelines for the writing of abstracts.

4) Writing short documents in technical English.
Examples and elements of short documents. Steps of writing short documents in technical English.

5) Oral presentations in technical English.
Examples of presentations in technical English. Guidelines for the conceptualisation, preparation, and presentation of seminar talks.

4) Writing extended research reports in technical English.
Examples and elements of research reports. Detailed guidelines on how to write extended research reports.

5) Guidelines for formal email writing.

6) Indications of valuable sources of academic and scientific information for undergraduate studies and beyond. Review of sources of academic online lectures.

5. Evaluation of competences achievement

a. Deliveries

• Abstract, article and oral presentation

You (every student individually) will

- Select one current topic from engineering
  - e.g. cloud computing, video games in medical rehabilitation, etc.
- Collect information about your topic
- Write an abstract about your topic (200 - 220 words). (12Pb). The deadline will be published in the first theory class. Afterwards the professors publish all abstracts on Campus Global. They also publish a schedule of oral presentation sessions grouped according to related topics (see below).
- Write a summary article about your topic (1400 - 1600 words). (26Pb). The deadline will be published in the first theory class. Afterwards professors publish all articles on Campus Global.
- Make a 10 minutes oral presentation about your topic. (34Pb). All sessions will be scheduled in the last two S-classes.

• Discussion of oral presentation

You (every student individually) will

- Contribute to the discussion of the oral presentations of two other students
  - Once the schedule for the oral presentations is published, you read the abstracts of the other students in your sessions.
  - You select two different topics that interest you, say topic A and B.
  - You read the other students' summary articles about topic A and B, once they are published.
  - You ask at least two questions during the oral presentation sessions. You will have to ask at least one of your questions directly before the presentation of topic A. This question will be based solely on your reading of the abstract and article about topic A. (4Pa)
  - You will ask at least one other question directly after the presentation of topic B. You can base your question on the abstract, article, and on the oral presentation of topic B. (4Pa)

• Short summary and question rounds

You (every student individually) will:

- First S-classes:
  - Read a text and make a one/two minute oral summary (6Pa). You can choose from different levels of difficulty.
  - Ask questions after the summaries of two other students (4Pa).

- Second S-classes:
  - Watch and listen to a short information video and make a one/two minute oral summary (6Pa). You can choose from different levels of difficulty. Ask questions after the summaries of two other students (4Pa).

b. Grading system

In the deliveries we specified two types of points. Pa and Pb.

- Pa: Pass/Fail points - There are only two alternatives: If you do the task reasonably well, you get the full number of points. If you do not, you get zero points.
- Pb: Graded points - Here any number between zero and the full number of points is possible. This number will reflect the quality of your contribution. To reach high quality you should follow the guidelines that will be explained in detail in the theory lectures (e.g. a clear organization of your oral presentation). You should comply with all technical specifications (e.g. be within the word count limits of your abstracts). Your English level is no quality criterion. Note that only truly excellent contributions will reach 100% of the Pb points.

- Many of the points are earned during the S-classes. You can earn these points only in the classes that you are enrolled to. Do not switch between different groups.

- The other points are earned by homework submitted via Campus Global. Here it is important that you submit before the corresponding deadline.

- There is no final examen.

- Your final grade will be G =(Pa+Pb)/10. You need a grade G of at laeast 5.0 to pass and you can reach a maximum of G = 10:0.

- What happens when you do not reach a grade of 5.0?

    - You should calculate the sum of all points, except for those of the abstract, article, and the oral presentation. Only if this sum is 15 points or more, you can submit an improved version of your abstract, an improved version of your article and present an improved version of your oral presentation in the July evaluation. If this sum is 14 points or less, you cannot enter in the July evaluation. The points in this July evaluation will replace those earned for the article and oral presentation during the course and your grade will be calculated again. If you then reach a grade G of at least 5.0, you pass.

c. **Summary**

Category	Elements	Weight	Recoverable
Treballs[a]	▪ Abstract ▪ Article	▪ 12% ▪ 26%	▪ Yes
Proves d'execució[a]	▪ Oral summary of texts / Questions	▪ 10%	▪ No
	▪ Oral summary of videos / Questions	▪ 10%	▪ No
	▪ Questions on oral presentations of other students	▪ 8%	▪ No
Proves de validació d'execució[a]	▪ Oral presentations	▪ 34%	▪ Yes

[a]We here use the standard Catalan terms for the categories to avoid misunderstandings.

6. Bibliography and teaching resources

- The slides of the theory classes will be provided on Campus Global.
- A number of valuable of sources of academic and scientific information in English will be specified during the classes.
- C. Turk and J. Kirkman, Effective writing, Second Edition, Spon Press, 1989

7. Learning methodology

The course corresponds to 4 ECTS corresponding to 100 hours or workload for the students. Each student will attend 18 hours of theory classes, 10 hours of practice sessions, and 8 hours of seminar sessions. Accordingly, 36 hours are spent in classes. 24 hours are assigned to the collection of information needed to prepare the abstract, article and seminar (see Section 5). 5 and 10 hours are assigned to the writing of the abstract and article, respectively. 15 hours can be used to prepare the seminar presentation. The remaining 10 hours should be spent for the study of text books and didactic resources.

In the theory classes, the professors will present the content summarized in Section 4. Furthermore, exemplary homework deliveries will be discussed in detail in the theory sessions. The purpose of this feedback is to indicate and avoid common mistakes. In the first two seminar sessions, the students will give short summaries of short texts and information videos. In the last two seminar sessions, the students will present their seminars. In all four sessions, the participation of all students forms part of the continuous evaluation (see Section 5). In the practice sessions, the professors and students will jointly discuss extended English texts and information videos on engineering topics. One session will be dedicated to the comprehension of the different English international accents, and one session will consist of an round-table debate on a current topic of engineering.

8. Schedules

Group 1

	Mondays 10h30-12h30	Wednesdays 8h30-10h30	Fridays 12h30-14h30
24-28 Sep	Holidays	No classes	T1
1-5 Oct	P102	P101	P102
8-12 Oct	T1	P101	Holidays
15-19 Oct	T1	S101 S102	S103 S104
22-26 Oct	No classes	P101	P102
29-2 Nov	T1	P101 P102	Holidays
5-9 Nov	T1	S101 S102	S103 S104
12-16 Nov	T1	No classes	P102
19-23 Nov	T1	P101	S103 S104
26-30 Nov	T1	S101 S102	S103 S104
3-5 Dec	T1	S101 S102	Holidays

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Group 2

	Mondays 10h30-12h30	Wednesdays 8h30-10h30	Fridays 12h30-14h30
24-28 Sep	Holidays	T2	P202
1-5 Oct	P201	No classes	P202
8-12 Oct	P201	T2	Holidays
15-19 Oct	S201 S202	T2	S201 S202 S203 S204
22-26 Oct	P201	No classes	P202
29-2 Nov	P201 P202	T2	Holidays
5-9 Nov	S201 S202	T2	S201 S202 S203 S204
12-16 Nov	No classes	T2	P202
19-23 Nov	P201	T2	S201 S202 S203 S204
26-30 Nov	S201 S202	T2	S201 S202 S203 S204
3-5 Dec	S201 S202	T2	Holidays

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