

## Course guide

### 270190 - ASDP - Academic Skills for Developing a Project

**Last modified:** 30/01/2024

**Unit in charge:** Barcelona School of Informatics  
**Teaching unit:** 756 - THATC - Department of History and Theory of Architecture and Communication Techniques.

**Degree:** BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Optional subject).

**Academic year:** 2023    **ECTS Credits:** 6.0    **Languages:** English

#### LECTURER

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**Coordinating lecturer:** ANTONIA SOLER CERVERA

**Others:** Primer quadrimestre:  
MARIA DEL CARME BORDERA PEREZ - 10

Segon quadrimestre:  
ANTONIA SOLER CERVERA - 10

#### PRIOR SKILLS

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In order to carry out academic / professional communication activities in English, students are recommended to have acquired B1 level of the Common European Framework of Reference for Languages (CEF) or higher.

#### DEGREE COMPETENCES TO WHICH THE SUBJECT CONTRIBUTES

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**Generical:**

G3. THIRD LANGUAGE: to know the English language in a correct oral and written level, and accordingly to the needs of the graduates in Informatics Engineering. Capacity to work in a multidisciplinary group and in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the technical informatics engineer profession.

#### TEACHING METHODOLOGY

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Class session combine content presentation by teacher, extensive practice and students' participation. Students' participation and involvement are critical for the development of course activities.

The work on the course contents is based on the development of projects and tasks.

The activities are based on problem-solving tasks with practical exercises and analysis of samples.

## LEARNING OBJECTIVES OF THE SUBJECT

- 1.To understand and apply the principles of academic communication in engineering
- 2.To understand the importance of intercultural communication in the development of a collaborative project
- 3.To recognize academic oral and written genres in English
- 4.To analyze a communicative situation for an engineering project and to develop a plan sheet to communicate effectively
- 5.To understand and interpret information in English from written sources applying active-reading techniques, and to use information effectively
- 6.To understand and interpret information in English from oral sources applying active-listening strategies, and to use information effectively
- 7.To prepare an outline for a writing assignment and present the main ideas orally
- 8.To write the draft of a document section and revise a document
- 9.To report on the status of a project in writing (planning a project report)
- 10.To participate in academic discussion effectively using the correct kind of language and level of formality
- 11.To prepare and give a short oral presentation on a technical topic

## STUDY LOAD

Type	Hours	Percentage
Self study	84,0	56.00
Guided activities	6,0	4.00
Hours medium group	30,0	20.00
Hours large group	30,0	20.00

**Total learning time:** 150 h

## CONTENTS

### Principles of technical communication

**Description:**

Problem-solving and genre. Online communication in English. Intercultural communication in international settings.

### Project planning and organization

**Description:**

Defining a communicative task. A plan sheet for an engineering project. Audience and purpose. Communication strategy.

### Gathering and exchanging information in academic settings

**Description:**

Gathering information from oral and written sources. Active reading. Listening comprehension, and note-taking. Organizing ideas and preparing an outline for a project / project proposal. Presenting main ideas orally.

### Basic writing techniques for academic work

**Description:**

From the outline to the draft. Revising a document (content, register, appropriateness). Elements of language and style in academic writing in English. The progress report.

### Oral presentations in academic settings

**Description:**

The process of designing an oral presentation: planning, delivery and evaluation. Strategies and techniques for effective presentation. Elements of language: pronunciation, signposting and discussion. Body language and gesture.

## ACTIVITIES

### Understanding the principles of technical communication

**Description:**

Becoming familiar with problem-solving approaches for communicative purposes and genre. Analyzing different examples of academic genres and the general communicative strategy used.

**Specific objectives:**

1

**Related competencies :**

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**Full-or-part-time:** 12h

Theory classes: 3h

Practical classes: 3h

Self study: 6h

### Analyzing some fundamental aspects of technical and academic communication in international contexts

**Description:**

Analyzing strengths and weaknesses of online communication. Adapting to level of formality in English. Using online tools for collaboration. Reflecting on the importance of intercultural communication

**Specific objectives:**

1, 2

**Related competencies :**

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**Full-or-part-time:** 12h

Theory classes: 3h

Practical classes: 3h

Self study: 6h

**Planning and organizing a project in engineering Analyzing a communicative situation. Developing a plan sheet to organize a collaborative project. Devising an effective communicative strategy**

**Description:**

Analyzing a communicative situation. Developing a plan sheet to organize a collaborative project. Devising an effective communicative strategy.

**Specific objectives:**

3, 4

**Related competencies :**

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**Full-or-part-time:** 12h

Theory classes: 3h

Practical classes: 3h

Self study: 6h

**Gathering information from written sources and writing an outline for a communicative situation**

**Description:**

Analyzing academic documents (a degree thesis, a proposal, a progress report). Applying active-reading techniques. Selecting relevant information. Organizing ideas and writing an outline. Using references and avoiding plagiarism.

**Specific objectives:**

3, 5, 7

**Related competencies :**

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**Full-or-part-time:** 19h

Theory classes: 4h

Practical classes: 4h

Self study: 11h

### Gathering information from oral sources according to a specific purpose and presenting the main ideas of an academic task orally.

**Description:**

Applying active-listening techniques. Taking notes. Practice in presenting the main ideas of academic work orally.

**Specific objectives:**

6, 10

**Related competencies :**

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**Full-or-part-time:** 19h

Theory classes: 4h

Practical classes: 4h

Self study: 11h

### Applying writing techniques to write an academic document

**Description:**

Drafting a document section. Revising a document: content, register, appropriateness. Revising language and style in academic writing to achieve fluency and accuracy.

**Specific objectives:**

4, 8, 9

**Related competencies :**

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**Full-or-part-time:** 20h

Theory classes: 4h

Practical classes: 4h

Self study: 12h

### Designing technical presentation in academic settings

**Description:**

Applying a three-stage procedure: planning, delivery and evaluation. Devising strategy at the planning stage. Selecting information and structuring the presentation.

**Specific objectives:**

4, 11

**Related competencies :**

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**Full-or-part-time:** 19h

Theory classes: 3h

Practical classes: 4h

Guided activities: 4h

Self study: 8h

### Delivering an oral presentation and evaluating it

**Description:**

Preparing the speech. Designing visuals. Choosing the correct kind of language. Considering pronunciation and elements of language for signposting and discussion. Using body language and gesture. Applying evaluation criteria for oral presentations. Self-evaluation and peer evaluation.

**Specific objectives:**

10, 11

**Related competencies :**

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**Full-or-part-time:** 17h

Theory classes: 2h

Practical classes: 3h

Guided activities: 2h

Self study: 10h

### Mid-term test

**Description:**

A test on the recognizing the basic elements of technical communication and devising a communications strategy.

**Specific objectives:**

1, 2, 3, 4, 5, 7

**Related competencies :**

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**Full-or-part-time:** 8h

Guided activities: 2h

Self study: 6h

### Delivering and evaluating the oral presentation

**Description:**

The students deliver their oral presentations in class and evaluate their partners.

**Specific objectives:**

11

**Related competencies :**

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**Full-or-part-time:** 2h

Guided activities: 2h

### End-term test

**Description:**

Exam on the process of writing and academic genres

**Specific objectives:**

1, 3, 4, 5, 8

**Related competencies :**

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**Full-or-part-time:** 10h

Guided activities: 2h

Self study: 8h

## GRADING SYSTEM

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Course assessment is based on continuous assessment tasks (course assignments and class participation) and written tests with the following percentages:

- Course assignments. Practical assignments based on the different contents of the course: 15%. These assignments will be done either in class or as homework.
- Course project Written document and oral presentation: 25%.
- Mid-term test: 25%
- Class participation. Students are expected to complete activities and tasks and bring their answers to class for discussion. They are also expected to work in collaboration with others. 10%
- End-term test: 25%

Students need to complete all the continuous assessment tasks in order to cover all the contents of the course and successfully perform in the exams.

Students will not get a participation mark if they do not attend a minimum of 50% of the course sessions.

## BIBLIOGRAPHY

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### Basic:

- Secció d'Anglès (UPC). Course workbook: academic skills for developing a project. Cpet, 2012.

### Complementary:

- Lannon, J.M.; Gurak, L.J. Technical communication. 15th ed. Harlow: Pearson Education Limited, 2021. ISBN 9781292363646.
- Bombardó, C.; Aguilar, M.; Barahona, C. Technical writing: a guide for effective communication. Edicions UPC, 2007. ISBN 9788483019276.
- Zeegers, P.; Deller-Evans, K.; Egege, S.; Klinger, C. Essential skills for science and technology. Rev. ed. Oxford University Press, 2012. ISBN 9780195576078.

## RESOURCES

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### Hyperlink:

- <http://www.quantumleap.cat>