270190 - ASDP - Academic Skills for Developing a Project

Degree competences to which the subject contributes

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

Prior skills

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

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

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
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## Study load

| Total learning time: 150h | Hours large group: 30h 20.00% | Hours medium group: 30h 20.00% | Hours small group: 0h 0.00% | Guided activities: 6h 4.00% | Self study: 84h 56.00% |
## Content

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<tr>
<th>Principles of technical communication</th>
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<tr>
<td><strong>Degree competences to which the content contributes:</strong></td>
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<tr>
<td><strong>Description:</strong> Problem-solving and genre. Online communication in English. Intercultural communication in international settings.</td>
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<th>Project planning and organization</th>
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<td><strong>Degree competences to which the content contributes:</strong></td>
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<td><strong>Description:</strong> Defining a communicative task. A plan sheet for an engineering project. Audience and purpose. Communication strategy.</td>
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<th>Gathering and exchanging information in academic settings</th>
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<td><strong>Degree competences to which the content contributes:</strong></td>
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<tr>
<td><strong>Description:</strong> 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.</td>
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<th>Basic writing techniques for academic work</th>
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<td><strong>Degree competences to which the content contributes:</strong></td>
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<tr>
<td><strong>Description:</strong> 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.</td>
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<th>Oral presentations in academic settings</th>
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<td><strong>Degree competences to which the content contributes:</strong></td>
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<tr>
<td><strong>Description:</strong> 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.</td>
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**Planning of activities**

| Understanding the principles of technical communication | Hours: 12h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
|---------------------------------------------------------|--------------------------------------------------|
| **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 |

| Analyzing some fundamental aspects of technical and academic communication in international contexts | Hours: 12h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
|---------------------------------------------------------|--------------------------------------------------|
| **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 |

| 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 | Hours: 12h  
Theory classes: 3h  
Practical classes: 3h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 6h |
|---------------------------------------------------------|--------------------------------------------------|
| **Description:**  
Analyzing a communicative situation. Developing a plan sheet to organize a collaborative project. Devising an effective communicative strategy. | **Specific objectives:**  
3, 4 |

| Gathering information from written sources  
and writing an outline for a communicative situation | Hours: 19h  
Theory classes: 4h  
Practical classes: 4h  
Laboratory classes: 0h  
Guided activities: 0h  
Self study: 11h |
|---------------------------------------------------------|--------------------------------------------------|
## Description:

### Specific objectives:
3, 5, 7

## Hours:
- **Theory classes:** 4h
- **Practical classes:** 4h
- **Laboratory classes:** 0h
- **Guided activities:** 2h
- **Self study:** 11h

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

### Specific objectives:
6, 10

## Applying writing techniques to write an academic document

### Hours:
- **Theory classes:** 4h
- **Practical classes:** 4h
- **Laboratory classes:** 0h
- **Guided activities:** 0h
- **Self study:** 12h

### 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

## Designing technical presentation in academic settings

### Hours:
- **Theory classes:** 4h
- **Practical classes:** 4h
- **Laboratory classes:** 0h
- **Guided activities:** 0h
- **Self study:** 8h

### 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
### Delivering an oral presentation and evaluating it

**Hours:** 18h  
- Theory classes: 3h  
- Practical classes: 3h  
- Laboratory classes: 0h  
- Guided activities: 2h  
- Self study: 10h

**Description:**  

**Specific objectives:**  
10, 11

### Mid-term test

**Hours:** 8h  
- Guided activities: 2h  
- Self study: 6h

**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

### Delivering and evaluating the oral presentation

**Hours:** 2h  
- Guided activities: 2h  
- Self study: 0h

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

**Specific objectives:**  
11

### End-term test

**Hours:** 10h  
- Guided activities: 2h  
- Self study: 8h

**Description:**  
Exam on the process of writing and academic genres

**Specific objectives:**  
1, 3, 4, 5, 8
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**
- **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.

A combined mark from these two items (mid-term test and class participation) is calculated, worth 30% with the following defined maximum: max (25% MT + 5% PC, 20% MT + 10% PC).
- **End-term test:** 30%

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**

**Basic:**

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

**Complementary:**


**Others resources:**

Hyperlink

http://www.quantumleap.cat