

Academic Year: (2017 / 2018)

Review date: 28-04-2017

Department assigned to the subject: Humanities: Philosophy, Language, Literature Theory Department

Coordinating teacher: SORIA TOMAS, GUADALUPE

Type: Basic Core ECTS Credits : 3.0

Year : 1 Semester : 1

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None. If the subject is taken in English (Writing and Communication Skills) the student must be proficient in spoken and written English

OBJECTIVES

At the end of the course the student should be able to:

- Distinguish the characteristics of written and spoken language.
- Choose a topic and organize ideas.
- Divide a text into paragraphs correctly.
- Use vocabulary and register appropriate to the context.
- Use correct intonation.
- Write an essay and make an oral presentation following a logical order, providing necessary information and following grammatical and lexical rules.

DESCRIPTION OF CONTENTS: PROGRAMME

The program is divided into two main parts. The first deals with writing and the second with speaking. The work method will include providing students with a theoretical basis which is essential for understanding the work expected from them, but will focus primarily on applying this knowledge to practical exercises. Therefore, the program must be carried out in the form of seminars and work sessions in relatively small groups, which allow for quick feedback and follow-up from the teacher. The student is expected to take an active role in the learning process, participating in class activities and working in groups to carry out the tasks set by the teacher.

THE WRITING PROCESS

- Evaluating Texts
- Understanding Purpose and Register
- Understanding and Avoiding Plagiarism
- Organizing Paragraphs
- Introductions
- Conclusions
- Organizing the Main Body
- Rewriting and Proof-reading

ELEMENTS OF WRITING

- Argument
- Cause and Effect
- Comparison
- Discussion
- Cohesion
- Style

PUBLIC SPEAKING

- Evaluating and Analyzing Sound Documents
- Pronunciation and Intonation
- Essential Parts of a Presentation
- Organizing Your Presentation
- Effective Body Language

LEARNING ACTIVITIES AND METHODOLOGY

ACTIVITIES

1. Techniques for generating and organizing ideas.
2. Rules for constructing correct sentences using appropriate vocabulary in an academic setting.
3. Dividing a text in paragraphs.
4. Explanation of what makes a well-written text or effective presentation and examples.
5. Exercises with pronunciation and intonation.
6. Individual and group presentations.
7. Individual and group writing.

SKILLS

1. Choose a topic and organize ideas.
2. Recognize and write correct sentences in an academic context.
3. Build vocabulary.
4. Divide a text into paragraphs correctly.
5. Write a correct and coherent essay.
6. Give a well-organized and well-delivered presentation.
7. Use correct intonation and effective body language.
8. Learn to give constructive criticism to peers.

METHODOLOGY

1. Brainstorming. Conceptual Mapping. Outlines.
2. Error correction exercises.
3. Paragraph dividing exercises.
4. Analysis and commentary of different types of texts and sound documents.
5. Pronunciation and intonation exercises.
6. Mock individual and group presentations.
7. Constructive criticism from classmates and teacher correction.

ASSESSMENT SYSTEM

Writing and Communication Skills is an ongoing assessment subject. To ensure the smooth development of the classes, an optimal learning environment and respect for group dynamics, class attendance is essential. In order to pass the class, students must attend at least 85% of scheduled classes. Attendance alone does not guarantee a passing grade. In this sense, the student must complete satisfactorily the following assignments included in the ongoing assessment:

1. Exercises and practical activities to be completed both in and outside class.
2. Written essay to be turned in.
3. Oral presentation done in class.

Anyone plagiarising will fail the course.

MAKING UP THE SUBJECT

There is only one opportunity per academic year to pass the subject. If the student has not passed the course (according to the parameters explained above), the requirements for making up the subject in the same academic year are the following:

1. Completing an assignment based on the additional bibliography.
2. Making an oral presentation and/or completing a written assignment where the student demonstrates his or her knowledge of the basic bibliography.
3. The student must have attended a minimum of 50% of the classes.

The make-up process will be carried out according to the instructions of the professor of the course who may authorize turning in the work by electronic means.

% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

BASIC BIBLIOGRAPHY

- FAVA-VERDÉ, AMANDA & ANTHONY MANNING "Essay Writing, (TASK Series), Reading", Garnet Publishing Ltd., 2015, [For students from the Facultad de Ciencias Sociales y Jurídicas & Facultad de

- GRIFFITHS, PRUE "Scientific Writing", (TASK Series), Reading: Garnet Publishing Ltd., 2015, [For students from the Escuela Politécnica Superior]

ADDITIONAL BIBLIOGRAPHY

- BAILEY, STEPHEN ¿Academic Writing: A Handbook for International Students¿, 3rd edition, London: Routledge, 2011.
- BEEBE AND BEEBE, "Public Speaking: An Audience-Centered Approach", New Jersey, Allyn & Bacon, 2003.
- BENSON, M., BENSON, E. AND R. ILSON "The BBI Dictionary of English Word Combinations", Amsterdam: John Benjamins Publishing Company, 1997
- Concise Oxford Thesaurus Oxford , Oxford University Press, 2007
- DEVITO, J "The Essential Elements of Public Speaking", New Jersey: Allyn & Bacon, 2003.
- LOWE, S. AND L. PILE "Presenting", Surrey: Delta Publishing, 2006.
- MCCARTHY, M. AND F. O¿DELL "Academic Vocabulary in Use", Cambridge University Press, 2006
- SINCLAIR, J., COLLINS COBUILD "Advanced English Dictionary", Heinle , (SGEL)
- STRUNK JR., W "The Elements of Style", New York: Bartleby, 1999
- SWAN, M "Practical English Usage", Oxford University Press, 2005.
- TRIMMER, J "The Essentials of MLA Style", Boston: Houghton Mifflin, 1998.
- TRUSS, LYNN "Eats, Shoots and Leaves", London: Gotham Books, 2004.