Writing and Communication Skills

Academic Year: (2019 / 2020) **Review date: 28-04-2020**

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

Coordinating teacher: SUAREZ HERNANDEZ, ARIANA

Type: Basic Core ECTS Credits : 3.0

Year : 2 Semester : 2

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

If the subject is studied 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 adequately the ideas.
- Write an academic-scientific text correctly composing a logically ordered discourse and using language that is precise and appropriate to the context.
- Use correct intonation and take advantage of the expressive possibilities that non-verbal communication affords.
- Present a topic, project or report for a specific audience.

DESCRIPTION OF CONTENTS: PROGRAMME

The program is divided into two main parts. The first deals with the matters related to written expression and the second with the specific aspects of spoken expression. 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 a quick feedback and follow-up from the teacher. The student is expected to play an active role in the learning process, in order to effectively verify his or her progress and achievement.

1. WRITING SKILLS

-Planning, designing and organizing the content.
-Correct use of the language: precision, synthesis and correctness.
-Effective structure of an academic-scientific text: introduction, body and conclusion.
-Correct argumentative structure and coherence in the discourse.
-Contact with creative writing.

2. SPEAKING SKILLS

-Elements of rhetoric and oratory for an effective presentation.
-Non-verbal communication and body language.
-Formal aspects of presentations. Effective use of technology for oral presentations.
-Dialogue and interviews.
-Oral expression in specific contexts: group presentations, participation in debates.
-Organization of the oral presentation and solving unforeseen situations.

LEARNING ACTIVITIES AND METHODOLOGY

Learning activities

1. Techniques for generating, prioritizing and organizing ideas.
2. Rules for construction of correct sentences using appropriate and precise vocabulary.
3. Explanation of the basic principles of a well-constructed text. Drafting an academic-scientific paper.
4. Exercises with pronunciation, intonation and other aspects related to oratory and non-verbal communication.
5. Individual and group presentations.
6. Interviews and improvisation from a given situation.

Skills
1. Choose a topic and organize ideas adequately.
2. Write logically ordered sentences with an appropriate length. Build vocabulary. Be familiar with standard language.
3. Divide a text into paragraphs correctly.
4. Ability to write coherent texts.
5. Use correct intonation and take advantage of expressive possibilities.
6. Acquaint oneself with this activity. Learn to give constructive peer criticism to group presentations.
7. Choose a topic, organize the ideas adequately, and present it fluidly.
8. Acquire fluency in unplanned situations. Reach a certain degree of ease in public speaking.

Methodology
1. Brainstorming. Conceptual Mapping. Outlines.
2. Error correction exercises. Dictionary exercises.
3. Paragraph dividing exercises.
4. Analysis and commentary of different types of texts
5. Pronunciation exercises. Exercises and activities with intonation.
6. Mock group presentations. Constructive criticism from classmates and teacher correction.
7. Mock individual presentations. Constructive criticism from classmates and teacher correction.
8. Simple role-playing.

Tutorials
Individual and/or group tutorials.

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.

Any plagiarism will mean the fail of 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 (assigments, laboratory, practicals…):	100

BASIC BIBLIOGRAPHY

- FAVA-VERDÉ, AMANDA & ANTHONY MANNING "Essay Writing, (TASK Series)", Reading, Garnet Publishing Ltd., 2015, [For students of the Facultad de Ciencias Sociales y Jurídicas & Facultad de Humanidades, Comunicación y Documentación].
- FERNÁNDEZ, L. & GOODWIN, D "Communication Skills Handbook for students", -, 2018.
- HERING, LUTZ & HERING, HEIKE "How to Write Technical Reports Understandable Structure, Good Design, Convincing Presentation", Springer Science+Business Media, New York, 2009, [For students of

the Escuela Politécnica Superior].

- QUENEAU, RAYMOND "Exercises in Style, translated by Barbara Wright", Alma Classics, Richmond, Surrey, 2013.

- WALLWORK, ADRIAN "User Guides, Manuals, and Technical Writing. A Guide to Professional English (e-book)" , Springer Science+Business Media, New York, 2014, [For students of the Escuela Politécnica Superior].

ADDITIONAL BIBLIOGRAPHY

- BAILEY, STEPHEN "Academic Writing: A Handbook for International Students", 3rd edition, Routledge, London, 2011.
- BARKER, ALAN "Improve your Communication Skills", The Sunday Times, 2006.
- BEEBE AND BEEBE "Public Speaking: An Audience-Centered Approach", Allyn & Bacon, New Jersey, 2003.
- BELL, DOUGLAS "Passport to Academic Presentations", Garnet Publishing Ltd , Reading, 2014
- BENSON, M., BENSON, E. AND R. ILSON "The BBI Dictionary of English Word Combinations", John Benjamins Publishing Company, Amsterdam,1997.
- CONCISE OXFORD THESAURUS Oxford, University Press, 2007.
- DEVITO, J "The Essential Elements of Public Speaking", Allyn & Bacon, New Jersey, 2003.
- DOI: 10.1061/ (ASCE)1052-3928, (2005), 131:3(213)
- GALLON, RAY "The Language of Technical Communication" , XML Press, 2016.
- GRIFFITHS, PRUE "Scientific Writing, (TASK Series)" , Garnet Publishing Ltd, Reading, 2015.
- HOUP, KENNETH W. "Reporting technical information", Allyn and Bacon Publishers, 1998-2002.
- LEBRUN, JEAN-LUC "Scientific Writing 2.0", World Scientific Publishing , 2011.
- LOWE, S. AND L. PILE "Presenting", Delta Publishing, Surrey, 2006.
- MCCARTHY, M. AND F. O'DELL "Academic Vocabulary in Use", Cambridge University Press, 2006.
- QUENEAU, R "Exercises in Style, translated by Barbara Wright" , New Direction Books , 1981.
- RHODES, DAVID G "Organization in Technical Writing. Journal of professional issues in engineering education and practice. 01.07.2005", Vol.: 131, 3, pp. 213-216, 2005.
- SILYN-ROBERTS, HEATHER "Writing for Science and Engineering. Papers, Presentations and Reports", Elsevier, Londres, 2013 (2nd edition)
- SINCLAIR, J., COLLINS COBUILD "Advanced English Dictionary", Heinle , (SGEL)
- STRUNK JR., W "The Elements of Style", Bartleby, New York, 1999.
- SWAN, M "Practical English Usage", Oxford University Press, 2005.
- TRIMMER, J "The Essentials of MLA Style", Houghton Mifflin, Boston, 1998.
- TRUSS, LYNN "Eats, Shoots and Leaves", Gotham Books, London, 2004.
- WILDE, ELIZABETH ET AL "Best Practices for Technical Writers and Editors, Video Enhanced Edition: DITA, Quality, and Style (Collection)", IBM Press, 2012.
- WILDING, ELISABETH "Presentations", Garnet Publishing Ltd, Reading, 2015.
- YOUNG, MATT "The technical writer's handbook: writing with style and clarity", University Science Books, 2002.