Writing And Communication Skills

Academic Year: (2020 / 2021) **Review date: 16-07-2020**

Department assigned to the subject: Transversal matters

Coordinating teacher: VERON BUSTILLO, EMILIO JAVIER

Type: Compulsory ECTS Credits : 3.0

Year : 2 Semester :

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

It is recommended to overcome the subject of "Habilidades Inglés" in the first course.

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 correct and well-delivered public speech.
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

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

In order for the student to make-up the subject, the requirements are the following:

1. The student must have atended a mínimum of 50% of the clases.
2. The student must turn in a written essay and do an oral presentation (which may be sent electronically).

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

BASIC BIBLIOGRAPHY

- FAVA-VERDÉ, Amanda / MANNING, Anthony Essay Writing (TASK Series), Reading, Garnet Publishing Ltd., 2015

ADDITIONAL BIBLIOGRAPHY

- BAILEY, Stephen Academic Writing: A Handbook for International Students, 3rd edition, London, Routledge, 2011

- BENSON, M. / BENSON, E. / ILSON, R. The BBI Dictionary of English Word Combinations, Amsterdam, John Benjamins, 1997
- DeVITO, J. The Essential Elements of Public Speaking, New Jersey, Allyn/Bacon , 2003
- LOWE, S. / PILE, L. Presenting, Surrey, Delta Publishing, 2006
- McCARTHY, M. / O'DELL, F. Academic Vocabulary in Use, Cambridge, Cambridge University Press, 2006
- SINCLAIR, J. Collins Cobuild Advanced English Dictionary, Heinle (SGEL).
- null Concise Oxford Thesaurus, Oxford, Oxford University Press, 2007
- 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, L. Eats, Shoots and Leaves, London, Gotham Books, 2004