Writing and Communication Skills

Academic Year: (2021 / 2022) **Review date: 04-06-2021**

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

Coordinating teacher: SUAREZ HERNANDEZ, ARIANA

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)

If the subject is studied in English (Writing and Communication Skills) the student must be proficient in spoken and written English. Without a correct competence in the language, it will not be possible to pass the subject.

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 part deals with the matters related to written expression and the second one with the specific aspects of spoken expression. The work method will include providing students with a theoretical basis, which is essential, but will focus primarily on applying this knowledge to practical exercises. Therefore, regular practice will be encouraged, and the teacher will make an effective monitoring.

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.
- Communication through a screen: tecnlogies and effectiveness in communication.

LEARNING ACTIVITIES AND METHODOLOGY

The subject will be divided into two parts: a master one, more focused on the presentation and explanation of the content, and a practical one, more focused on the practical application of acquired notions.

Learning activities

1. Techniques for generating, prioritizing and organizing ideas.
2. Rules for construction of correct text, with an appropriate and precise vocabulary. Drafting an

academic-scientific paper.
3. Exercises with pronunciation, intonation and other aspects related to oratory and non-verbal communication.
4. Individual and group presentations.
5. 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. Ability to write coherent texts and to divide a text into paragraphs correctly.
4. Use correct intonation and take advantage of expressive possibilities to present a theme fluidly.
5. 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. Analysis and commentary of different types of texts
4. Pronunciation exercises. Exercises and activities with intonation.
5. Mock group or individual presentations, as well as simple role-playing. Constructive criticism from classmates and teacher correction.

Tutorials
The teacher will set a personalized virtual attention schedule.

ASSESSMENT SYSTEM

Writing and Communication Skills is an ongoing assessment subject; therefore, class attendance is essential. In order to pass the subject, students must attend at least 85% of scheduled classes, although attendance alone does not guarantee a passing grade. Ratings are distributed as follows:

1. Attendance, participation, delivery of exercises proposed in class: 50%
2. Written essay to be turned in (compulsory to pass the subject): 25%
3. Oral presentation: 25%

Any plagiarism in the exercises or essays, in addition to the possible administrative penalties, will mean the fail of the course, without any possibility of recovery in the current 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 period, are the following:

1. The student must have attended a minimum of 50% of the classes. Without this requirement, it won't be possible to make up the subject.
2. Completing an assignment based on the additional bibliography and/or an oral presentation, according to the terms determined by the teacher.

In any case, the make-up process will be carried out according to the instructions of the professor of the course.

% 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].
- 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.
- 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, RAYMOND "Exercises in style", translated by Barbara Wright, Alma Classics, 2013
- 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.