



COURSE: WRITING AND COMMUNICATION SKILLS		
DEGREE:	YEAR:	TERM:

WEEKLY PLANNING							
WEEK	SESSION	DESCRIPTION	GROUPS (mark X)	Special room for session (computer classroom, audio-visual classroom...)	WEEKLY PROGRAMMING FOR STUDENT		
			LECTURES		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS (Max. 8h week)
1	1	Background to writing / Evaluating texts 1. Presentation of course and requirements 2. Types of written work 3. Types of texts 4. Register - Studying different types of texts and their characteristics - Studying different registers in written English	X		- Tutorials - Exercises	1,5	7
1	2	Avoiding plagiarism / The writing process 1. What is plagiarism? 2. References and quotations 3. Selecting key points	X		-Exercises	1,5	

2	3	The writing process 1. Note-making 2. Paraphrasing 3. Summary writing	X		- Tutorials - Preparing final written assignment - Writing exercises	1,5	
2	4	Planning and organizing the essay 1. From title to outline 2. Planning the essay 3. Paragraphs	X		-Group writing exercises	1,5	7
3	5	Essential elements of an essay: introduction and conclusion 1. Purpose of an introduction 2. Well-written introductions 3. Purpose of a conclusion 4. Well-written conclusions	X		- Tutorials - Preparing final written assignment - Writing introductions and conclusions	1,5	
3	6	Essential elements of an essay: main body 1.Organizing the main body Rewriting and Proof-reading 1. Peer correction	X		- Writing exercises - Correction exercises	1,5	8
4	7	Elements of writing 1. Argument 2. Cause and effect 3. Comparison 4. Definitions 5. Examples 6. Cohesion 7. Style	X		- Tutorials - Preparing final written assignment - Writing exercises	1,5	
4	8	Analysing sound documents 1. Viewing and analysing different types of speeches and registers in spoken English 2. Characteristics of a good speech/presentation 3. Effective body language	X		- Exercises	1,5	8
5	9	Body language 1. Eye contact 2. Facial Expression 3. Posture 4. Gestures 5. Tics to avoid 6. Controlling fear Making effective oral presentations	X		- Tutorials - Preparing final oral and written assignments - Exercises - Turn in outline for final essay	1,5	8

		1. Basic considerations					
5	10	Structure of an oral presentation 1. Introduction 2. Getting and maintaining audience interest: connectors, pauses, etc. 3. Conclusion Useful vocabulary Vocabulary and expressions used in public speaking in English	X		- Exercises	1,5	
6	11	Intonation and Pronunciation 1. Pronunciation 2. Intonation 3. Timing - Pronunciation and intonation exercises	X		- Tutorials - Preparing final oral presentation - Exercises	1,5	
6	12	Organizing the presentation 1. Brainstorming 2. Organizing the ideas in an outline 3. Writing notes for the presentation 4. Mock presentations with constructive peer criticism	X		- Exercises	1,5	8
7	13	Oral presentations 1. Making final oral presentations 2. Peer and teacher correction	X		- Tutorials - Preparing final oral and written assignments - Exercises	1,5	
7	14	<i>Oral presentations</i> 1. Making final oral presentations 2. Peer and teacher correction	X		- Presentation of final oral presentation - Presentation of final written essay	1,5	8
Subtotal						21	54
Total 1 (Hours of class plus student homework hours between weeks 1-7)						75	

TOTAL	75
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