



COURSE: WRITING AND COMMUNICATION SKILLS		
DEGREE:	YEAR: 1	TERM:

WEEKLY PLANNING							
WEEK	SESSION	DESCRIPTION	GROUPS (mark X)	Special room for session (computer classroom, audio-visual classroom...)	WEEKLY PROGRAMMING FOR STUDENT		
			SEMINARS		DESCRIPTION	CLASS HOURS	HOMEWORK HOURS
1	1	[Technical] Writing Skills I 1. Presentation of course and requirements 2. Register 3. Cautious language 4. Plain English 5. Two-word verbs 6. Basics of writing: - Brainstorming - Documentation/Information gathering - Mind-mapping - Planning - Outlining 7- Proofreading	X		Corresponding unit of book or supplementary exercises In class: Exercises on hedging, two-word verbs, plain English Exercise on outlining a technical description. Weekly assignment	2h (50 min + 50 min)	3.5

2	2	<p>[Technical] Writing Skills II</p> <p>1. The reader – the user</p> <p>2. Technical language and style:</p> <ul style="list-style-type: none"> - Avoiding redundancy and long sentences - Word order - Terminology - Avoiding ambiguity - Layout - Headings - Punctuation - Capitalization - Abbreviations and acronyms - Bullets - Figures, tables and captions - Dates and numbers - Giving examples - Spelling 	X		<p>Corresponding unit of book or supplementary exercises</p> <p>In class: Exercises from handbook</p> <p>Weekly assignment</p> <p>Work on the learnt concepts</p>	2h (50 min + 50 min)	3.5
3	3	<p>[Technical] writing Skills III</p> <p>1. Technical reports:</p> <ul style="list-style-type: none"> - What it is and features - Planning a T.R. - Structure of T.R. - The text in T.R. - Organization of work <p>Exercises on T.R.</p>	X		<p>Corresponding unit of book or supplementary exercises</p> <p>Weekly assignment</p>	2h (50 min + 50 min)	3.5
4	4	<p>[Technical] Writing Skills IV</p> <p>Standard Procedures:</p> <ul style="list-style-type: none"> - What they are. Features. - Structure and format - Process of writing <p>Memoranda and correspondence:</p> <ul style="list-style-type: none"> - Definitions and types - Basic guidance on writing correspondence <p>Exercises on emails</p>	X		<p>Corresponding unit of book or supplementary exercises</p> <p>Weekly assignment</p>	2h (50 min + 50 min)	3.5
5	5	<p>[Creative] Writing Skills V</p> <p>1. Creative writing, the core of persuasiveness</p> <p>2. Reading, analysis and exercises with <i>Exercises in style</i></p>	X		<p>Corresponding unit of book or supplementary exercises</p> <p>Weekly assignment</p>	2h (50 min + 50 min)	3.5

6	6	Communication Skills I 1. Introduction to speaking skills 2. Rhetoric – Writing to speak 3. Types of spoken documents 4. Structure 5. How to prepare a presentation Exercises on outlining a speech	X		Corresponding unit of book or supplementary exercises Weekly assignment	2h (50 min + 50 min)	3.5
7	7	Communication Skills II 1. Elements of oratory: - Pronunciation / vocalization - Tempo / Rhythm / Silence - Pitch - Volume 2. Intonation 3. Avoiding problems: - Stage fright - Freezing Exercises on reading aloud and avoiding problems	X		Corresponding unit of book or supplementary exercises Assignment: Outline for the speaking exam	2h (50 min + 50 min)	3.5
8	8	Communication Skills III 1. Non-verbal communication : - Definition - Types 2. Body language 3. Gestures 4. Control of body, space and items Exercises on gesturing	X		Corresponding unit of book or supplementary exercises	2h (50 min + 50 min)	3.5
9	9	Communication Skills IV 1. Technology for presentations: - Audiovisuals - Software and apps 2. The dialogue 3. The interview Exercises on interview	X		Corresponding unit of book or supplementary exercises	2h (50 min + 50 min)	3.5
10	10	Communication Skills V 1. Group presentations: - Team vs. individual work			Corresponding unit of book or supplementary exercises	2h (50 min +	3.5

		- Structure of appearances -The debate Exercises on debating	X			50 min)	
11	11	Rehearsal/ Final Oral presentations Peer and teacher correction	X		Corresponding unit of book or supplementary exercises Turn in Final Written Assignment	2h (50 min + 50 min)	3.5
12	12	Final Oral presentations Peer and teacher correction	X		Corresponding unit of book or supplementary exercises Turn in Final Written Assignment	2h (50 min + 50 min)	3.5
					Subtotal: 66	24	42
13/ [15]	13/ [15]	<i>Additional session, Tutorials, handing in</i>	X			2 [4]	7 [12]
						26 [28]	49 [54]
Total 1 (Hours of class plus student homework)						75 [82]	
TOTAL						75 [82]	