



<b>COURSE: WRITING AND COMMUNICATION SKILLS</b>		
<b>DEGREE:</b>	<b>YEAR: 1</b>	<b>TERM:</b>

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	<b>Writing Skills I</b> 1. Presentation of course and requirements 2. Writing in an academic context 3. Different types of texts and their characteristics 4. Register 5. Cautious language	X		Corresponding unit of book or supplementary exercises  - Exercises with register, hedging, two-word verbs	1,5	3
2	2	<b>Writing Skills II</b> 1. Choosing a topic 2. Brainstorming 3. Organizing your ideas 4. Mind-mapping	X		Corresponding unit of book or supplementary exercises  -Exercises with brainstorming, mind- mapping, outlining	1,5	3

		5. Outlining					
3	3	<b>Writing Skills III</b> 1. Sentence structure 2. Thesis statements 3. Effective Introductions	X		Corresponding unit of book or supplementary exercises  - Exercises with sentence structure - Writing introductions	1,5	3.25
4	4	<b>Writing Skills IV</b> 1. The Body of the Essay 2. Paragraph organization 3. Linking phrases 4. Supporting paragraphs 5. Organizing an essay	X		Corresponding unit of book or supplementary exercises  - Writing supporting paragraphs - Exercises with linking phrases	1,5	3.25
5	5	<b>Writing Skills V</b> 1. Concluding paragraphs 2. Closing statements 3. Rewriting and proof-reading 3. Completing the task	X		Corresponding unit of book or supplementary exercises  - Preparing final written assignment - Writing concluding paragraphs	1,5	3.25
6	6	<b>Writing Skills VI</b> 1. Persuasive writing – giving reasons and building arguments 2. Creative writing – reading, analysis and exercises with Exercises in Style	X		Corresponding unit of book or supplementary exercises  - Writing exercises with Exercises in Style	1,5	3.25
7	7	<b>Communication Skills I</b> 1. Introduction to speaking skills 2. Rhetoric- writing to speak 3. Analyzing different types of spoken documents 4. Register in spoken English	X		Corresponding unit of book or supplementary exercises  - Preparing final written assignment - Turn in outline for final written assignment	1,5	3.25
8	8	<b>Communication Skills II</b> 1. Elements of oratory - Vocalization - Tempo / Rhythm / Silence - Pitch - Volume 2. Pronunciation and intonation 3. Exercises on reading aloud	X		Corresponding unit of book or supplementary exercises  Reading aloud exercises - Pronunciation and intonation exercises	1,5	3.25

9	9	<b>Communication Skills III</b> 1. Non-verbal communication : - Definition - Types 2. Body language 3. Gestures 4. Body control 5. Controlling space 6. Controlling fear - Stage fright - Avoiding freezing	X		Corresponding unit of book or supplementary exercises  - Preparing final oral and written assignments - Exercises on gesturing - Turn in outline for final essay	1,5	3.25
10	10	<b>Communication Skills IV</b> 1. Elements of an effective oral presentation 2. Getting and maintaining audience interest: connectors, pauses, etc. 3. Structure	X		Corresponding unit of book or supplementary exercises  - Preparing final oral and written assignments - Exercises	1,5	3.25
11	11	<b>Communication Skills V</b> 1. Technology for presentations - visual aids 2. The dialogue 3. The interview	X		Corresponding unit of book or supplementary exercises  - Turn in outline for final oral presentation  - Exercises on interviews	1,5	3.25
12	12	<b>Communication Skills VI</b> 1. Group presentations - team vs. individual work - debate 2. Mock presentations with constructive peer criticism	X		Corresponding unit of book or supplementary exercises  - Exercises on debating - Mock presentations	1,5	3,25

13	13	<b>Final Oral presentations</b> Peer and teacher correction	X		- Presentation of final oral assignment	1,5	3,25
14	14	<b>Final Oral presentations</b> Peer and teacher correction	X		- Presentation of final oral assignment	1,5	3,25
					<b>Subtotal: 66</b>	<b>21</b>	<b>45</b>
15	15	<b>Tutorials, handing in,</b>				<b>2</b>	<b>7</b>
						<b>23</b>	<b>52</b>
<b>Total 1 (Hours of class plus student homework hours)</b>						<b>75</b>	

<b>TOTAL</b>	<b>75</b>
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