



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

WEEKLY PLANNING								
WEEK	SESSION	DESCRIPTION	GROUP*		SPECIAL ROOM	WEEKLY PROGRAMMING FOR STUDENT		
			Magistral	Reduced		DESCRIPTION	LESSONS HOURS	HOMEWORK HOURS
1	1	Writing Skills I 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

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			Magistral	Reduced		DESCRIPTION	LESSONS HOURS	HOMEWORK HOURS
2	2	Writing Skills II 1. Choosing a topic 2. Brainstorming 3. Organizing your ideas 4. Mind-mapping 5. Outlining	X			- Corresponding unit of book or supplementary exercises -Exercises with brainstorming, mind-mapping, outlining	1,5	3
3	3	Writing Skills III 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	Writing Skills IV 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	Writing Skills V 1. Concluding paragraphs 2. Closing statements 3. Rewriting and proof-reading 4. Completing the task		X		- Corresponding unit of book or supplementary exercises - Preparing final written assignment - Writing concluding paragraphs	1,5	3,25

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6	6	Writing Skills VI 1. Persuasive writing – giving reasons and building arguments 2. Creative writing – reading, analysis and exercises	X			- Corresponding unit of book or supplementary exercises - Writing exercises	1,5	3,25
7	7	Communication Skills I 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	Communication Skills II 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

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9	9	Communication Skills III 1. Non-verbal communication: - Definition - Types 2. Body language 3. Gestures 4. Body control 5. Controlling space 6. Controlling fear		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	Communication Skills IV 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	Communication Skills V 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

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12	12	Communication Skills VI 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	Final Oral presentations Peer and teacher correction		X		Presentation of final oral assignment	1,5	3,25
14	14	Final Oral presentations Peer and teacher correction	X			Presentation of final oral assignment	1,5	3,35
SUBTOTAL							21+45= 66	
15		Tutorials, handing in					2	7
TOTAL							23+52= 75	

* The sessions of magistral and reduced groups (virtual and face-to-face lessons) will vary according each group.