

SUBJECT: Speaking and Writing Skills		
DEGREE: EPS	ACADEMIC YEAR: 1ST	SEMESTER: FIRST

SUBJECT TIMETABLE								
WEEK	SESSION	DESCRIPTION OF THE CONTENT OF THE SESSION	GROUP		Indicate type of classroom needed (computer lab, audiovisual equipment, etc.)	STUDENT WORK DURING THE WEEK		
			LARGE	SMALL		DESCRIPTION	CLASS HOURS	INDIVIDUAL WORK (7 hrs. max.)
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 5. Cautious language		X		- Tutorials - exercises	50 min. + 50 min.	7
1	2	Avoiding plagiarism / The writing process 1. What is plagiarism? 2. References and quotations 3. Selecting key points		X			50 min. + 50 min	
2	3	Basic Principles of Essay Writing 1. Essay types 2. Brainstorming 3. Organising your ideas Getting Started 1. Information gathering 2. Thesis statements		X		- Tutorials - Preparing final written assignment - Writing exercises	50 min. + 50 min	7

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2	4	Getting Started 3. Effective Introductions The body of the essay 1. Paragraph organisation 2. Linking phrases 3. Supporting paragraphs 4. Organising an essay		X		-Group writing exercises - Tutorials - Preparing final written assignment - Writing introductions	50 min. + 50 min	
3	5	Conclusions 1. Organising the concluding paragraph 2. Finish with a clear statement Rewriting and Proof-reading / Writing an outline 1. Redrafting 2. Completing the task 3. A model essay 4. Writing an outline		X		- Tutorials - Preparing final written assignment - Writing conclusions - Correction exercises	50 min. + 50 min	7
	6	Rewriting and Proof-reading / Writing an outline (part 2) Analyzing sound documents 1. Viewing and analyzing different types of speeches and registers in spoken English 2.. Characteristics of a good speech/presentation 3. Effective body language		X		- Writing exercises - Correction exercises	50 min. + 50 min	

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4	7	Body language 1. Eye contact 2. Facial Expression 3. Posture 4. Gestures 5. Tics to avoid 6. Controlling fear Making effective oral presentations Basic considerations		X		- Tutorials - Preparing final oral and written assignments - Exercises	50 min. + 50 min	7
4	8	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			50 min. + 50 min	
5	9	Intonation and Pronunciation 1. Pronunciation 2. Intonation 3. Timing - Pronunciation and intonation exercises		X		- Tutorials - Preparing final oral and written assignments - Exercises	50 min. + 50 min	7
5	10	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			50 min. + 50 min	

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6	11	Oral presentations 1. Making final oral presentations 2. Peer and teacher correction		X		- <u>Presentation of final oral presentations</u> - <u>Turn in final written essay</u>	50 min. + 50 min	7
6	12	Oral presentations 1. Making final oral presentations 2. Peer and teacher correction		X		- <u>Presentation of final oral presentations</u> - <u>Turn in final written essay</u>	50 min. + 50 min	
SUBTOTAL							20 + 42 = 62	
7		Correction of final papers and presentations					13	
TOTAL							75	