



COURSE: <b>WRITING AND COMMUNICATION SKILLS</b>		
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	<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	2	3,5

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2	2	<b>Writing Skills II</b> 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	2	3,5
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	2	3,5
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	2	3,5
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	2	3,5

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6	6	<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	2	3,5
7	7	<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	2	3,5
8	8	<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		X		- Corresponding unit of book or supplementary exercises - Preparing final oral and written assignments - Exercises on gesturing - Turn in outline for final essay	2	3,5

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9	9	<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	2	3,5
10	10	<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	2	3,5
11	11	<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	2	3,5
12	12	<b>Final Oral presentations</b> Peer and teacher correction		X		- Presentation of final oral assignment	2	3,5
<b>SUBTOTAL</b>							24+42= 66	

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13		<b>Tutorials, handing in</b>				- Tutorías.	2 (4)	7 (12)
<b>TOTAL</b>							<b>26 (28) + 49 (54) = 75 (82)</b>	

\* Las sesiones correspondientes a los grupos grandes y pequeños (sesiones virtuales y sesiones presenciales) variarán en función de cada grupo.