UNIVERSIDADE DA CORUÑA

Teaching Guide

Identifying Data				2016/17
Subject (*)	Técnicas de Redacción en Inglés	Code	613G02030	
Study programme	Grao en Español: Estudos Lingüísticos e Literarios			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Third	Optativa	4.5
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Filoloxía Inglesa			
Coordinador	Cancelo Lopez, Pablo	E-mail	pablo.cancelo2@udc.es	
Lecturers	Cancelo Lopez, Pablo	E-mail	pablo.cancelo2@udc.es	
Web	www.pcudc.es			
General description	Study of the techniques for writing texts in English.			

Study programme competences / results	
Code	Study programme competences / results

Learning outcomes

Learning outcomes	Study programme competences / results		
To describe people in terms of physical appearance, personality, behaviour (with justification /examples) life/lifestyle/beliefs, comments/feelings about the person.	A2 A6	B1 B4	C2
To describe places and buildings in terms of names, population, general features and particular details, surroundings, location, reason for visiting, sights, free-time activities, and recommendations, provide explanation, justification, examples and comments and feelings about the place.	A6 A8	B4 B7 B10	C2 C3 C7
To understand descriptions and describe objects in terms of size, weight, age, shape, pattern, colour, origin, material, special characteristics and reasons for being special	A6 A8 A10	B4	C2
To describe festivals, events and ceremonies in terms of date, reason, preparations rehearsals, customes, food, atmosphere, activities, actual day and feelings.	A6 A8 A11	B4 B6 B8 B10	C1
To present a connected series of events, either imaginary of based on your own experience, in a vivid descriptive style, including thoughts, reactions of the main characters, describing the actions as if it would be seen through their eyes.	A8 A15	B4 B8 B10	C2
Write a discursive essay of the type for and against presenting both sides of an issue, discussing points in favour of a particular topic as well as those against it, or the advantages and disadvantages of a particular question. Each point should be supported by justifications, examples and reasons.	A6 A8	B4 B8	C2
Present the writer's point of view concerning a topic, clearly stated and supported by reasons and exaples. The opposing viewpoint and reason should be included in a separate paragraph before the closing one together with an argument that shows that it is an unconvincing viewpoint. The writer's opinion should be included in the introduction and conclusion.	A6 A9	B3 B4 B8	C2 C7

Contents

Topic	Sub-topic

Describing people in terms of physical appearance, personality and behaviour, life, lifestyle and beliefs	Points to consider: Language and vocabulary Organization of information Linking words and structures
Describing places and buildings in terms of location, reasons for visiting, sights, free-time activities and recommedations	Organize and structure information Useful language: Explaining impressions Making comparisons Location verbs and prepositions Characteristics of formal and informal style Expressing impressions & reactions
Describing Objects in terms of size, weight, age, shape, pattern, colour, origin, material, special characteristics, reasons for being special. Describing festivals, events and ceremonies	Useful language and expressions
Discursive essays. Opinion essays. Essays suggesting solutions to problems.	For and against, Opinion essays Essays suggesting solutions to problems Useful expressions for giving opinions Formal style Beginning and ending discursive essays Useful tips for discursive essays Useful expressions and linking words/phrases
Ensaios discursivos. Ensaios de opinión. Ensaios suxerindo solucións aos problemas.	A favor e en contra, ensaios de opinión Ensaios suxerindo solucións aos problemas Expresións útiles para dar opinións estilo formal Comezando e rematando ensaios discursivas Consellos útiles para ensaios discursivas Expresións útiles e que ligan palabras / frases

Planning				
Methodologies / tests	Competencies / Results	Teaching hours (in-person & virtual)	Student?s personal work hours	Total hours
Collaborative learning	A6 A8 A9 B1 B8 B10 C1 C2	10	30	40
Long answer / essay questions	A9 B4 C3	6	10	16
Document analysis	A2 A10	5	3	8
Glossary	A11 A15 B3 C3	3	2	5
Mind mapping	A10 A11 B7 C3	3	3	6
Guest lecture / keynote speech	B4 B6 C2 C3 C7	6	29.5	35.5
Personalized attention		2	0	2
(*)The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.				

Methodologies	
Methodologies	Description
Collaborative learning	based on the principle that real education consists of the cumulative and unending acquisition, combination and reordering of learning experiences.
Long answer / essay questions	Combination of theory and practice leading to a test which consists of giving solutions to a real problem

Document analysis	Documentary work involves reading written material (it helps to scan the documents onto a computer and use a qualitative analysis package).
Glossary	a list of terms in a special subject, field, or area of usage, with accompanying definitions. such a list at the back of a book, explaining or defining difficult or unusual words and expressions used in the text.
Mind mapping	Diagrams used to visually organise information often created around a single concept, drawn as an image in the center of a blank
Guest lecture / keynote speech	Acquisition of the basic contents of the subject, prior to the practical sessions.

Personalized attention	
Methodologies	**Description**
Guest lecture / keynote speech Collaborative learning Long answer / essay questions Document analysis	Each student will be taken care of individually, both in the classroom and in the tutorial hours, this alternative can be extended to other systems according to the needs of students.

Assessment			
Methodologies	**Competencies / Results**	**Description**	**Qualification**
Collaborative learning	A6 A8 A9 B1 B8 B10 C1 C2	The practices of this material is developed in the classroom and will be assessed by practical exercises to be submitted for evaluation.	50
Long answer / essay questions	A9 B4 C3	For the final assessment, a test consisting of facing and solving classroom exercises that are entrusted in accordance to the program content will have to be submitted by the students.	50

Assessment comments
For assessment purposes, the following criteria will apply: The written test (50%) = Long answer /essay and questions Collaborative learning, 50%. (30%,= class participation, 20% = exercises in classroom) Students who do not pass first chance or those who are officially registered as part-time students, and have been granted permission not to attend classes, as stipulated in the regulations of this University, will be assessed by means of a written test scoring 50% and an oral examination scoring the other 50% of the total score.

Sources of information	
Basic	- Virginia Evans (2002). Successful Writing. Express Publishing Evans, Virginia (2002) Successful Writing. Newbury. Express Publishing.Evans, Virginia (2002) Successful Writing. Newbury. Express Publishing.
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Inglés Científico-Técnico/613G03028
Subjects that are recommended to be taken simultaneously
Tecnoloxías da Información e da Comunicación/613G02007
Técnicas de Redacción en Inglés/613G02030
Subjects that continue the syllabus

Técnicas de Tradución/613G02018
Other comments
La enseñanza a impartir se transmite por medio de clases muy participativas con la entrega de diverso material que permite al alumno obtener una visión general de la utilización de documentos relacionados con el comercio, relaciones internacionales, la Administración, actividades administrativas, mercantiles y civiles en el uso cotidiano compaginando teoría con práctica.