



Teaching Guide

Teaching Guide				
Identifying Data				2019/20
Subject (*)	English Writing Skills		Code	613G02030
Study programme	Grao en Galego e Portugués: Estudos Lingüísticos e Literarios			
Descriptors				
Cycle	Period	Year	Type	Credits
Graduate	1st four-month period	Third	Optional	4.5
Language	SpanishGalicianEnglish			
Teaching method	Face-to-face			
Prerequisites				
Department	Letras			
Coordinador	Dopico Garcia, Alberto		E-mail	alberto.dopico@udc.es
Lecturers	Dopico Garcia, Alberto		E-mail	alberto.dopico@udc.es
Web	www.pcudc.es			
General description	Study of the techniques for writing texts in English.			

Study programme competences

Code	Study programme competences
A2	Saber analizar e comentar textos e discursos literarios e non literarios utilizando apropiadamente as técnicas de análise textual.
A6	Ter un dominio instrumental avanzado oral e escrito da lingua inglesa.
A8	Ter dominio instrumental oral e escrito dunha segunda lingua estranxeira.
A9	Elaborar textos orais e escritos de diferente tipo en lingua galega, española e inglesa.
A10	Ter capacidade para avaliar criticamente o estilo dun texto e para formular propostas alternativas e correccións.
A11	Ter capacidade para avaliar, analizar e sintetizar criticamente información especializada.
A15	Ser capaz de aplicar os coñecementos lingüísticos e literarios á práctica.
B1	Utilizar os recursos bibliográficos, as bases de datos e as ferramentas de busca de información.
B3	Adquirir capacidade de autoformación.
B4	Ser capaz de comunicarse de maneira efectiva en calquera contorno.
B6	Ter capacidade de organizar o traballo, planificar e xestionar o tempo e resolver problemas de forma efectiva.
B7	Ter capacidade de análise e síntese, de valorar criticamente o coñecemento e de exercer o pensamento crítico.
B8	Apreciar a diversidade.
B10	Comportarse con ética e responsabilidade social como cidadán/a e profesional.
C1	Expresarse correctamente, tanto de forma oral coma escrita, nas linguas oficiais da comunidade autónoma.
C2	Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.
C3	Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.
C7	Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.

Learning outcomes

Learning outcomes	Study programme competences		
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, costumes, food, atmosphere, activities, actual day and feelings.	A6 A8 A11	B4 B6 B8 B10	C1
To present a connected series of events, either imaginary or 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 examples. 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
INTRODUCTION AND GENERAL REVIEW.	Orthography. (Punctuation) Symbols and abbreviations Elementary grammar Different styles of writing. How a text is organized Types and kinds of texts.
RULES FOR DRAFTING COMMUNICATION NOTES AND CORRESPONDENCE IN GENERAL	Golden rules for writing letters and memos. Organization and structuring of information Useful language: Explanation of impressions Make comparisons Verbs of location and prepositions Characteristics of formal and informal style Expression of impressions and reactions
COMMERCIAL AND PROFESSIONAL CORRESPONDENCE	Structure of the letters / The layout of letters Headings / Letterhead Date / Date References / References Salutation / Opening Salutation Content of the letter / The body of the letter Farewell / The enclosing salutation Signature / The signature Attached documentation / Enclosures Different models and styles of correspondence.
TELEPHONE MESSAGES. (On the Phone)	Making calls. Specific vocabulary in the use of the telephone. Take messages or telephone messages. Written model (Telephone's notes) Standardized phrases.



THE DRAFTING OF EMAILS	Useful techniques and specific vocabulary for writing emails. Abbreviations, common expressions and common mistakes. Dexterity in the writing of electronic messages Planning principles. Message construction Use of keys for writing Application of spelling rules for electronic messages Use of rules for email format. Organization of the mail effectively.
THE TECHNICAL REPORT	Reading, translation and interpretation of a report. Drafting. A company report. Planning a Report: Steps.
LANGUAGE AND USEFUL EXPRESSIONS.	Descripción de objetos en términos de tamaño, peso, edad, forma, modelo, color, origen, materiales, características especiales, razones para ser especial.

Planning				
Methodologies / tests	Competencies	Ordinary class hours	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	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. Students who are officially registered as part time, and have been granted permission not to attend classes, as stipulated in the regulations of this University, will be assessed in either of the opportunities according to the same criteria specified for the second opportunity. Students sitting the December exam (final exam brought forward) will be assessed according to the criteria specified for the July opportunity. Students not presented in the first call will follow the same criteria established for the second opportunity in July.

Sources of information



Basic	- Virginia Evans (2002). Successful Writing. Express Publishing BIBLIOGRAFÍA BÁSICA, DICCIONARIOS, APUNTAMENTOS E MATERIAL PEDAGÓXICO Essential Grammar in use Raymond Murphy Cambridge University Press First English Grammar Celia Blissett ? K. Hallgarten Language Teaching Publications. 501 Grammar & writing questions Skill Builders practice Learning Express Elementary Technical English Martin webber Thomas Nelson & Sons Limited. Nucleus English for Science and technology Martin Bates / Tony Dudley ? Evans Longman Writing remedies Practical exercises for technical writing Edmond H. Weiss Orxy Press Basic Technical English Jeremy Comfort, Steve Hick, Allan Savage Oxford University Press A handbook for technical Communication Jacqueline K. Neufeld Prentice ? Hall, Inc. Writing for business Martin Wilson Thomas Nelson and Sons, Ltd. New international business English Leo Jones and Richard Alexander Cambridge University Press El Inglés Jurídico. Textos y Documentos. Enrique Alcaráz Varó Editorial Ariel, S.A. La nueva correspondencia comercial Español Inglés. Editorial de Vecchi, S.A. DICCIONARIOS: Nuevo diccionario Politécnico de las lenguas Española e Inglesa Federico Beigbeder Atienza Ediciones Díaz de Santos, S.A. Diccionario Técnico Guy Malgorn Paraninfo, S.A. Diccionario comentado de términos financieros Ingleses de uso frecuente en Español Miguel Castelo Montero Fundación una Galicia Moderna. Netbiblo, S.L. English pronouncing dictionary Daniel Jones revised by A.C. Gimson J.M. Dent & Sons Ltd.
Complementary	

Recommendations
Subjects that it is recommended to have taken before
Scientific and Technical English/613G03028
Subjects that are recommended to be taken simultaneously
Tecnoloxías da Información e da Comunicación/613G02007
English Writing Skills/613G02030
Subjects that continue the syllabus
Técnicas de Tradución/613G02018
Other comments
The teaching to be taught is transmitted through highly participatory classes with the delivery of various material that allows the student to obtain a general view of the use of documents related to trade, international relations, administration, administrative, commercial and civil activities in the daily use combining theory with practice.

(*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.