



**University of Engineering and Technology**  
**School of Computer Science**  
**Syllabus of Course – Academic Period 2017-I**

1. **Code and Name:** FG101A. Oral and Written Communication I

2. **Credits:** 3

3. **Hours of theory and Lab:** 2 HT; 2 HP;

4. **Professor(s)**

Meetings after coordination with the professor

5. **Bibliography**

6. **Information about the course**

(a) **Brief description about the course** In order to achieve an effective communication in the personal and professional field, the proper management of the Language in oral and written form is a priority. It is therefore justified that the students know, understand and apply the conceptual and operative concepts of their language, for the development of their fundamental communicative skills: Listening, speaking, reading and writing. Consequently the permanent exercise and the contribution of fundamentals contribute greatly in the academic formation and in the future, in the performance of its profession.

(b) **Prerequisites:**

(c) **Type of Course:** Mandatory

7. **Competences**

- Develop communicative skills through the theory and practice of language that help the student to overcome the academic requirements of the undergraduate and contribute to his humanistic training and as a human person.

8. **Contribution to Outcomes**

f) An ability to communicate effectively. (**Usage**)

h) A recognition of the need for, and an ability to engage in life-long learning. (**Usage**)

n) Apply knowledge of the humanities in their professional work. (**Usage**)

9. **Competences (IEEE)**

**C17.** Ability to properly express in oral and written media as expected from a university graduate. ⇒ **Outcome f,h,n**

**C20.** Ability to connect theory and skills learned in academia to real-world occurrences explaining their relevance and utility. ⇒ **Outcome f,n**

**C24.** Understanding the need for lifelong learning and improving skills and abilities. ⇒ **Outcome f,h**

10. **List of topics**

1. Course Presentation
2. Characteristics of Academic Writing
3. Reading strategies
4. Structure of the Text
5. Structure of Paragraphs
6. Characteristics of the paragraph

7. Synthesis Scheme
8. Argumentative vs. expository
9. Writing process
10. Virtual Presentation
11. Writing Process
12. Quotes
13. Types of paragraphs
14. Approximation to characteristics of the oral presentation
15. Comparative Paragraph
16. Characteristics of oral exposition and paragraph types
17. Full text writing
18. Theory: writing of complete texts
19. Exposition

## 11. Methodology and Evaluation

### Methodology:

#### Theory Sessions:

The development of the theoretical sessions is focused on the student, through his active participation, solving problems related to the course with the individual contributions and discussing real cases of the industry. The students will develop throughout the course a project of application of the tools received in a company.

#### Lab Sessions:

Practical sessions are held in the laboratory. Laboratory practices are performed in teams to strengthen their communication. At the beginning of each laboratory the development of the practice is explained and at the end the main conclusions of the activity in group form are highlighted.

#### Oral Presentations :

Individual and team participation is encouraged to present their ideas, motivating them with additional points in the different stages of the course evaluation.

#### Reading:

Throughout the course different readings are provided, which are evaluated. The average of the notes in the readings is considered as the mark of a qualified practice. The use of the UTEC Online virtual campus allows each student to access the course information, and interact outside the classroom with the teacher and with the other students.

#### Evaluation System:

## 12. Content

<b>Unit 1: Course Presentation (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• That the student has an approximation to some characteristics of the formal writing.</li> </ul>	<ul style="list-style-type: none"> <li>• Oral and written communication I.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 2: Characteristics of Academic Writing (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• The student will be able to differentiate between a Formal or Informal text.</li> </ul>	<ul style="list-style-type: none"> <li>• Characteristics of Academic Writing</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 3: Reading strategies (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• The student will be able to develop a reading and summary scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• Characteristics of reading strategies .</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 4: Structure of the Text (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Parts of text.</li> <li>• Identification of structure in texts.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 5: Structure of Paragraphs (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Parts of paragraph .</li> <li>• Paragraph scheme.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 6: Characteristics of the paragraph (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Paragraph Writing Exercises.</li> <li>• General indications for the Final Work.</li> <li>• Co-evaluation on paragraph in FORUM.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 7: Synthesis Scheme (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Scheme and Summary.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 8: Argumentative vs. expository (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Characteristics and parts of expository text.</li> <li>Writing process.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 9: Writing process (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Delimitation of theme and production scheme.</li> <li>Preparation consultancy</li> <li>Theme, outline, production (parts and sub-parts) .</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 10: Virtual Presentation (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Delimited topic.</li> <li>Justification.</li> <li>Scheme.</li> <li>Report of Sources.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 11: Writing Process (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Function and types (APA 6th edition).</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 12: Quotes (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Function and types.</li> <li>Bibliography.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 13: Types of paragraphs (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Types of paragraphs.</li> <li>Group work in class.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 14: Approximation to characteristics of the oral presentation (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Approximation to characteristics of the oral presentation.</li> <li>Writing Exercises.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 15: Comparative Paragraph (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of Criteria</li> <li>Advance 2-Consulting</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 16: Characteristics of oral exposition and paragraph types (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Coevaluations: enumerative and comparative paragraphs.</li> <li>FORUM: characteristics of orality in an academic context.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 17: Full text writing (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>.</li> </ul>	<ul style="list-style-type: none"> <li>Writing full text with quotations.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 18: Theory: writing of complete texts (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Consulting</li> <li>• Indications for the third advance.</li> </ul>
<b>Readings : [Real]</b>	

<b>Unit 19: Exposition (16)</b>	
<b>Competences Expected: C17,C20</b>	
<b>Learning Outcomes</b>	<b>Topics</b>
<ul style="list-style-type: none"> <li>• .</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibition Feedback.</li> <li>• Evaluations.</li> </ul>
<b>Readings : [Real]</b>	