

<b>Partner University</b>		<b>Universitat Politècnica de Catalunya · BarcelonaTech</b>					
<b>Degree</b>		MSc Energy Engineering					
<b>Code</b>	240SEL057	<b>Name</b>	<b>Oral and written communication</b>				
<b>ECTS</b>	3	<b>Year</b>	1	<b>Semester</b>	2	<b>Character</b>	RENE Specialization *
<b>Pre-requisites</b>		none					
<b>Prior Skills</b>		English level: B2					
<b>Objectives</b>		This course aims to familiarize students with the characteristics and peculiarities of technical written communication and to enable them to write documents of different academic and professional genres. Students should learn to communicate in writing in an efficient way.					
<b>Learning outcomes</b>		<p>At the end of the course the student will be able to:</p> <ul style="list-style-type: none"> <li>Recognize and distinguish different/ common aspects in technical documents that are addressed to different audiences and written for different purposes (such aspects as tone, style, level of detail and level of technicality in terminology, etc);</li> <li>Organize, structure and develop information according to the most usual patterns of information organisation in scientific and technical discourse; use connecting expressions that make documents coherent and write documents that are properly punctuated, grammatically correct, and stylistically appropriate;</li> <li>Write Curriculum Vitae, different formal letters, and reports;</li> <li>Apply the general guidelines on technical written communication and be able to autonomously continue with their learning by means of several electronic resources.</li> </ul>					
<b>Course main content</b>		<p>Part I. Introduction to technical writing</p> <ol style="list-style-type: none"> <li>What is technical writing?</li> </ol> <p>Part II. The Writing process</p> <ol style="list-style-type: none"> <li>Pre-writing stage</li> <li>Writing stage</li> <li>Post-writing stage</li> </ol> <p>PART III. Documents</p> <ol style="list-style-type: none"> <li>Types of documents</li> </ol>					
<b>Methodology</b>		<p>The course focuses on speaking and writing skills and activities are an integral part of the course, including delivering an oral presentation (product –process description), attending meetings, and memo and report writing. Preparation for these activities will require becoming familiar with different degrees of style (formal-informal) and tone, revising some grammatical aspects or practising vocabulary related to meetings (e.g. agreeing-disagreeing), for example. Students will also carry out some teamwork tasks. The course will be based upon a combination of the following three methodologies:</p> <ul style="list-style-type: none"> <li>Practical lessons where the teacher starts explaining different aspects and then students do some practice tasks and solve communication problems (Problem-Solving approach).</li> <li>Individually or in pairs students carry out tasks to practise the aspects covered in every module.</li> <li>Case Method: reading a case. Students solve communicative problems arising from the case. Different situations will require different types of communication.</li> </ul>					
<b>Bibliography</b>							
<b>Student assessment</b>		<p>Individual Work 90%</p> <ul style="list-style-type: none"> <li>Work done in the classroom: 5%</li> <li>Test 1: 15%</li> </ul>					

*A cooperation between*

	<ul style="list-style-type: none"> <li>• Test 2: 15%</li> <li>• Final exam: 55%</li> </ul> <p>Working Group: 10%</p> <ul style="list-style-type: none"> <li>• Project: 10%</li> </ul>
<b>Contact person</b>	Marta Aguilar - <a href="http://directori.upc.edu/directori/dadesPersona.jsp?id=1000637">http://directori.upc.edu/directori/dadesPersona.jsp?id=1000637</a>
<b>Link</b>	

\*Mandatory except for students from USA, Canada, UK, Ireland, Australia or New Zealand.