

25328 - Oral and written techniques (part 2): Writing

Información del Plan Docente

Academic Year	2017/18
Faculty / School	103 - Facultad de Filosofía y Letras
Degree	272 - Degree in Journalism
ECTS	3.0
Year	3
Semester	Second Four-month period
Subject Type	Compulsory
Module	---

1.General information

1.1.Introduction

1.2.Recommendations to take this course

1.3.Context and importance of this course in the degree

1.4.Activities and key dates

2.Learning goals

2.1.Learning goals

2.2.Importance of learning goals

3.Aims of the course and competences

3.1.Aims of the course

3.2.Competences

4.Assessment (1st and 2nd call)

4.1.Assessment tasks (description of tasks, marking system and assessment criteria)

5.Methodology, learning tasks, syllabus and resources

5.1.Methodological overview

See "Learning activities " and "Syllabus".

More information will be provided on the first day of class.

5.2.Learning tasks

- Theoretical lectures.
- Practical lectures.
- Individual work.
- Personal study.
- Assessment activities.

5.3.Syllabus

1. Oral language and written language.

2. Linguistic correction.

2.1. Orthography.

2.1.1. Accent.

2.1.2. Punctuation.

2.1.3. The use of abbreviations, capitals and acronyms.

2.1.4. Other orthographical questions.

2.2. Grammatical correction.

2.2.1. Normative questions regarding determiners, the noun, pronouns, the adjective, the verb, the adverb, the preposition and the conjunction.

2.2.2. Syntactic errors in sentence construction.

3. Style in language.

3.1. The writing process. The organisation and expression of information.

3.1.1. The organisation of ideas (the process of selecting, organising and developing contents). The architecture of the sentence, the coherence of the paragraph and the structure of the text. Textual markers. Coherence and cohesion.

3.1.2. The expression of information (different types of writing).

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3.1.3. The revision of the text. Its formal presentation.

4. The drafting of different types of texts.

5.4. Course planning and calendar

See the academic calendar of the University of Zaragoza (<http://academico.unizar.es/calendario-academico/calendario>) and the website of the Faculty of Philosophy and Arts (*Schedule of classes* : <https://fyl.unizar.es/horario-de-clases#overlay-context=horario-de-clases>; Examination schedule: <https://fyl.unizar.es/calendario-de-examenes#overlay-context=>)

More information will be provided on the first day of class.

5.5. Bibliography and recommended resources

[BB: Bibliografía básica / BC: Bibliografía complementaria]

- [BB] Casado Velarde, Manuel. El castellano actual : usos y normas / Manuel Casado . 8a ed. act. Pamplona : Eunsa, 2005
- [BB] Diccionario panhispánico de dudas / Real Academia Española, Asociación de Academias de la Lengua Española . Madrid : Santillana, 2005
- [BB] El buen uso del español / [redacción, Eugenio Cascón Martín] . [1ª ed.] Madrid [etc.] : RAE: Espasa, 2013
- [BB] Gómez Torrego, Leonardo. Gramática didáctica del español / Leonardo Gómez Torrego . 9a. ed. Madrid : SM, 2007
- [BB] Gómez Torrego, Leonardo. Hablar y escribir correctamente : Gramática normativa del español actual / Leonardo Gómez Torrego . Madrid : Arco Libros, 2006
- [BB] Lázaro Carreter, Fernando. El dardo en la palabra / Fernando Lázaro Carreter . 1a. ed. Barcelona : Círculo de Lectores : Galaxia Gutenberg, 1997
- [BB] Martínez de Sousa, José. Manual de estilo de la lengua española / José Martínez de Sousa . 3ª ed. [rev. y ampl.] Gijón : Ediciones Trea, 2007
- [BB] Ortografía de la lengua española / Real Academia Española , Asociación de Academias de la Lengua Española Madrid : Espasa, cop. 2010
- [BB] Seco, Manuel. Diccionario de dudas y dificultades de la lengua española / Manuel Seco ; prólogo de Salvador Fernández Ramírez . - 10a. ed. rev. y puesta al día Madrid : Espasa Calpe, 1998
- [BC] Diccionario de la lengua española / Real Academia Española . 22a. ed. Madrid : Espasa Calpe, 2001
- [BC] Moliner, María. Diccionario de uso del español / María Moliner . 3ª ed. Madrid : Gredos, 2007
- [BC] Normas y usos correctos en el español actual / Milagros Aleza Izquierdo (coordinadora) ; Marta Albelda Marco, Adrián Cabedo Nebot ... [et al.] . Valencia : Tirant Lo Blanch, 2010
- [BC] Nueva gramática de la lengua española : manual / Real Academia Española, Asociación de Academias de la Lengua Española . Madrid : Espasa Calpe, D.L. 2010
- [BC] Seco, Manuel. Diccionario del español actual / Manuel Seco, Olimpia Andrés, Gabino Ramos . 1a. ed. [Madrid] : Aguilar, 1999