

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

### Syllabus Information

**Academic Year:** 2020/21

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

**Faculty / School:** 103 - Facultad de Filosofía y Letras

**Degree:** 272 - Degree in Journalism

**ECTS:** 3.0

**Year:** 3

**Semester:** First Four-month period

**Subject Type:** Compulsory

**Module:** ---

### 1.General information

#### 1.1.Aims of the course

#### 1.2.Context and importance of this course in the degree

#### 1.3.Recommendations to take this course

### 2.Learning goals

#### 2.1.Competences

#### 2.2.Learning goals

#### 2.3.Importance of learning goals

### 3.Assessment (1st and 2nd call)

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

### 4.Methodology, learning tasks, syllabus and resources

#### 4.1.Methodological overview

See "Learning activities " and "Syllabus". More information will be provided on the first day of class.

#### 4.2.Learning tasks

The course includes the following learning tasks:

- Lectures.
- Practice sessions.
- Autonomous work and study.
- Assessment tasks.

#### 4.3.Syllabus

The course will address the following topics:

Topic 1. Oral language and written language.

Topic 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.

Topic 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).

3.1.3. The revision of the text. Its formal presentation

Topic 4. The drafting of different types of texts.

#### 4.4. Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course, will be provided on the first day of class or please refer to the Facultad de Filosofía y Letras website <https://fyl.unizar.es/>

#### 4.5. 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