

Programme: M.A. in **PORTUGUESE LITERATURE AND CULTURE**

Course Code: PRO-214

Title of the Course: **WRITING AND COMMUNICATION SKILLS**

Number of Credits: 4

Effective from AY: 2018-19

<u>Prerequisites for the course:</u>	Student must register for the M.A. Portuguese program with a B.A in Portuguese or a Bachelor degree in any discipline having cleared the ranking test.	
<u>Objective:</u>	<ul style="list-style-type: none">- understand various types of texts- acquire writing techniques suitable to various types of texts.- understand writing as a medium of communication and various modes of enunciation.- recognize the modalities and the intentionality of the text.	
<u>Content:</u>	<div>1. Communication:<ul style="list-style-type: none">- Communicative act – interactive act- Components of the communicative act- Factors depending on the communicative act- Functions of communication</div> <div>2. Communication and written expression:<ul style="list-style-type: none">- Steps in the drafting of a passage: planning; selection; editing;- grammatical aspects of writing: orthography; punctuation, among others;- Principles consisting the text: coherence and cohesion;- Structure of some technical, scientific and administrative texts: summary; report; press note; briefing, commercial letter and others.</div> <div>3. Text and discourse:<ul style="list-style-type: none">- Types of discourses- Heterogeneous texts- Textual types: narrative, descriptive, argumentative, explanatory</div> <div>4. Modes of enunciation: direct, recorded, reported</div> <div>5. Norm and Use</div> <div>6. Varieties and differentiation of spoken languages</div> <div>7. Oral and written languages</div>	<div>8 hours</div> <div>12 hours</div> <div>8 hours</div> <div>6 hours</div> <div>6 hours</div> <div>6 hours</div> <div>4 hours</div>
<u>Pedagogy:</u>	<ul style="list-style-type: none">- lectures	

<u>References/Readings</u>	The essential bibliography consists of dictionaries, grammars and handbooks in Portuguese.	
<u>Other sources</u>	<p>Biblioteca Digital Instituto Camões http://cvc.institutocamoes.pt/conhecer/biblioteca-digital-camoes.html – Porto Editora – Infopédia http://www.infopedia.pt/default.jsp?qsFiltro=14 – Priberam - Gramática http://www.priberam.pt/dlpo/gramatica/gramatica.asp</p>	
<u>Learning Outcomes</u>	<p>At the end of this course students will have gained knowledge to: understand various types of texts acquire writing techniques suitable to various types of texts.</p>	