

**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

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

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