

**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>Prerequisites for the course:</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>Objective:</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>Content:</b>	<ol style="list-style-type: none"><li>1. Communication:<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></li><li>2. Communication and written expression:<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></li><li>3. Text and discourse:<ul style="list-style-type: none"><li>- Types of discourses</li><li>- Heterogeneous texts</li><li>- Textual types: narrative, descriptive, argumentative, explanatory</li></ul></li><li>4. Modes of enunciation: direct, recorded, reported</li><li>5. Norm and Use</li><li>6. Varieties and differentiation of spoken languages</li><li>7. Oral and written languages</li></ol>	<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>
<b>Pedagogy:</b>	- lectures	
<b>References/Readings</b>	The essential bibliography consists of dictionaries, grammars and handbooks in Portuguese.	

<b>Other sources</b>	Biblioteca Digital Instituto Camões <a href="http://cvc.institutocamoes.pt/conhecer/biblioteca-digitalcamoes.html">http://cvc.institutocamoes.pt/conhecer/biblioteca-digitalcamoes.html</a> – Porto Editora – Infopédia <a href="http://www.infopedia.pt/default.jsp?qsFiltro=14">http://www.infopedia.pt/default.jsp?qsFiltro=14</a> – Priberam - Gramática <a href="http://www.priberam.pt/dlpo/gramatica/gramatica.asp">http://www.priberam.pt/dlpo/gramatica/gramatica.asp</a>	
<b>Learning Outcomes</b>	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.	