



Faculty of Arts and Social Sciences
English

Syllabus

English for professional purposes: Written communication

Course Code:	ENGPW1
Course Title:	English for professional purposes: Written communication <i>Engelska i arbetslivet: skrift</i>
Credits:	7.5
Degree Level:	Undergraduate level
Progressive Specialisation:	First cycle, has only upper-secondary level entry requirements (G1N)

Major Field of Study:
ENA (English)

Course Approval

The syllabus was approved by the Faculty of Arts and Social Sciences 2018-02-21, and is valid from the Autumn semester 2018 at Karlstad University.

Prerequisites

General admission requirements and upper secondary school level English 6 or B (field-specific eligibility A2 or 2) or equivalent

Learning Outcomes

Upon completion of the course, students should be able to:

- communicate in written English for different purposes in various professional contexts,
- give an account of significant features of written communication in English in professional contexts, and
- choose words and expressions appropriate to different professional situations.

Content

The aim of the course is that students develop written communication skills for different professional contexts where English is used as the working language. The course deals with different types of texts used in professional contexts with an emphasis on appropriate choice of register and production of chosen types of texts.

Instruction is in the form of

- analysis and production of different types of texts used in written communication between individuals and groups in professional contexts,
- analysis of the discursive, structural and linguistic features typical of different text types, and
- supervised individual written assignments.

Reading List

See separate document.

Examination

Assessment is individual and based on written hand-in assignments.

Grades

One of the grades Distinction (VG), Pass (G), or Fail (U) is awarded in the examination of the course.

Quality Assurance

Follow-up relating to learning conditions and goal-fulfilment takes place both during and upon completion of the course in order to ensure continuous improvement. Course evaluation is partly based on student views and experiences obtained in accordance with current regulations and partly on other data and documentation. Students will be informed of the result of the evaluation and of any measures to be taken.

Course Certificate

A course certificate will be provided upon request.

Additional information

The local regulations for studies at the Bachelor and Master levels at Karlstad University stipulate the obligations and rights of students and staff.