



Faculty of Arts and Social Sciences  
English

## Syllabus

### English for professional purposes: Written communication

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

#### Course Approval

The syllabus was approved by the Faculty of Arts and Social Sciences 2023-02-20, and is valid from the Autumn semester 2023 at Karlstad University.

#### Prerequisites

General admission requirements and upper secondary level English 6 or B, or equivalent

#### Learning Outcomes

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

1. communicate in written English for different purposes in various professional contexts,
2. give an account of significant features of written communication in English in professional contexts, and
3. choose words and expressions when writing that are appropriate for different professional situations.

**Content**

The aim of the course is for students to 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**

Learning outcomes 1 and 3 are assessed based on individual written hand-in assignments. Learning outcome 2 is assessed based on an individual oral presentation in a seminar.

If students have a decision from Karlstad University entitling them to Targeted Study Support due to a documented disability, the examiner has the right to give such students an adapted examination or to examine them in a different manner.

**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.