



Spain Center for International Education

# Skills Summer School



Spain Center for International Education

## SYLLABUS 2024

### 1. COURSE TITLE

Speaking and Writing Skills for Academic and Career Success

#### 1.1. Course number

SSS-3ECTS

#### 1.2. Content area

Transversal skills

#### 1.3. Course level

Undergraduate

#### 1.4. Language

English

#### 1.5. Prerequisites

None

#### 1.6. Minimum attendance requirement

Attendance is mandatory. Minimum attendance to pass the course is 80%.

#### 1.7. Faculty data

**Director: Pedro García, EngD**

Director of SpacIE - Spain Center for International Education



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**Complete list of professors and relevant biography (in alphabetical order of last name):**

- Patricia González-Díaz: Associate Lecturer, Faculty of Philosophy and Arts, UAM. PhD Candidate researching on Language acquisition, Cognitive linguistics, and Corpus Tool (UAM). Master in 'Teaching Spanish as a foreign language' (UAH) and Bachelor English Degree (UGR). Translator specialized in Robotics and Technology in collaboration with University Carlos III. Teacher specialized in Cambridge, IELST, Trinity, and TOEFL exams.
- Alexander Hope: Assistant Professor in English Philology, Faculty of Arts and Philosophy, UAM. An interdisciplinary researcher with a focus on metaphor currently working on linguistic and philosophical approaches to posthumanism and neurobiology. As a former environmental and public health translator, Alexander also has high-level knowledge of the impacts of environmental pollution on health. He is a member of the Northern Theory School.
- Raúl Jiménez-Vilches: Associate Lecturer, Faculty of Philosophy and Arts, UAM. Doctor in Applied Linguistics (UAM). His thesis studies the role of English intonation and prosody in the context of oral presentations. He has been teaching English Phonetics and Phonology (segmental and suprasegmental levels) at the English Studies Department (UAM) since 2009. He also teaches at the Teacher Training Department, Complutense University of Madrid. He teaches a variety of courses within the area of English for Education and methodology of teaching English as a foreign language. He has been supervising undergraduate theses (TFGs) and Master theses (TFMs) at the Masters for Teaching at Secondary Education programme (UCM). He has also been teaching workshops on English pronunciation at the Nebrija University (2018) and on how to write a TFG in English for in-service Primary school teachers at the UCM (2017 and 2018).
- Beatriz Narbona: Associate Professor, Faculty of Philosophy and Arts, UAM. Doctor in Applied Linguistics (U Seville - Sheffield U), Bachelor's Degree in English Philology (U Seville) with major in English for Specific Purposes. Other relevant facts: at present, her main areas of research focus on Sharing Economy and on Language Assessment. Member of Selectividad, PAU and EvaU Tribunals for 20 years as corrector and exam creator. Academic and recruitment advisor for different companies in



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the Tourism Industry and in Language Teaching institutions. Assessment advisor and Speaking & Writing test content designer for Capman (Educational Testing Service Spain).

### 1.8. Course objectives

#### A) Introduction

The SSS is a two-week study program, taught in English, in which students will focus on important skills they need to master to be successful university students and professionals, such as effective listening and reading skills, presenting to large audiences, or writing papers. In addition, students will work in small teams to make a presentation to the whole group, and they will practice their writing skills.

#### B) Objectives

Public speaking and presentation techniques are designed to prepare you to make unforgettable presentations. You will learn communication techniques and how to connect with the audience. In particular, the objectives are:

- Acquire knowledge and skills necessary to make attractive and successful presentations.
- Acquire knowledge and skills to achieve efficient, transparent, and fluent communication with your audience.

Reading efficiently and writing high-quality academic papers are skills you will work on in the course in order to be able to write excellent compositions for academic purposes. You will:

- Acquire knowledge and skills necessary to process written information efficiently being able to use different techniques depending on your goal.
- Acquire knowledge and skills to write texts conveying your message in a formal, coherent and interesting manner that will attract, entertain or convince your audience.



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In addition to the primary objective, the course has a secondary objective. The complementary objective is to provide an enriching study abroad experience. Studying abroad provides students with extraordinary benefits in terms of academic, cultural, and personal enrichment.

### 1.9. Course contents

The course contents are listed in the following tables:

#### SPEAKING

CLASS	TITLE	SKILLS
1	Introduction to Listening. Listening to understand the general idea. Understanding main words stressed in a sentence. Not expecting to understand all the words. The importance of intonation.	Listening
2	Listening for detail; guessing meaning from context. Active listening.	Listening
3	Introduction to Speaking: Greeting, introducing yourself and the topic	Speaking
4	Connection: Confidence, vulnerability, and storytelling	Speaking
5	Communication: The use of the voice, cadence, and non-verbal language	Speaking
6	Discourse: Highlighting and signposting	Speaking
7	Discourse: Explaining, giving examples, and adding comments	Speaking
8	Discussion and debate: Analyzing, opposing, and supporting	Speaking
9	Discussion and debate: Turn-taking, managing interruptions	Speaking
10	Structure: Introduction, main body, summarizing, and concluding	Presentation
11	Using numbers: Approximation, ranges, big numbers	Presentation
12	Visual language: Presenting visual contents	Presentation
13	Other elements: Tables, charts, graphs	Presentation
14	Ending the presentation: Dealing with questions	Presentation
15	Practice your presentation	Presentation



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### WRITING

CLASS	TITLE	SKILLS
1	Introduction to Reading Text types and characteristics	Reading
2	Text content management (Presentation paragraph, Topic sentences, Final remarks) Reading techniques (choosing reliable sources)	Reading
3	Introduction to Writing: Planning for writing, drafting, and proofreading	Writing
4	Cohesion and coherence: Thesis line	Writing
5	Cohesion and coherence: Paragraph structure	Writing
6	Cohesion and coherence: Textual cohesion	Writing
7	Cohesion and coherence: Paraphrasing and quotation	Writing
8	Cohesion and coherence: Expressing the source of evidence of claims	Writing
9	Sentence manipulation devices: Passive and impersonal sentences	Writing
10	Sentence manipulation devices: Reporting	Writing
11	Sentence manipulation devices: Fronting and cleft sentences	Writing
12	Sentence manipulation devices: Signposting	Writing
13	Design: Formatting (APA rules)	Writing
14	Design: Bibliography	Writing
15	Design: Writing an abstract and keyword selection	Writing

### 1.10. Course bibliography

All materials will be made available through the Program's web platform.



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### 2. Teaching methodology

Teaching activities requiring students' attendance will be the following:

1. Classroom session: Lectures based upon the materials provided to students, and PowerPoint presentations. Practical exercises will apply some of the concepts presented in the lectures. Participation will be strongly encouraged.
2. Optional: Non-compulsory sessions with one or several students during office hours.

Students' activities not requiring attendance will be the following:

1. Personal study for preparing class tasks and the exam.
2. A multiple-choice take-home exam about speaking skills, to be delivered electronically through Moodle or via email.
3. Speaking tasks for the final exam recorded in video doing a speech and presentation to be delivered via email.
4. A writing take-home exam, which will be delivered electronically through Moodle or via email.

### 3. Student workload

ACTIVITIES	HOURS	ECTS	%
<b>With attendance</b>	<b>22.5</b>	<b>0.90</b>	<b>30.00%</b>
Lectures, practical sessions	22.5	0.90	30.00%
<b>With no attendance</b>	<b>52.5</b>	<b>2.10</b>	<b>70.00%</b>
Personal study and homework	47.5	1.90	63.33%
Speech and presentation video recording	1.0	0.04	1.33%
Speaking multiple-choice exam	0.5	0.02	0.67%
Writing exam	3.5	0.14	4.67%
<b>TOTAL</b>	<b>75</b>	<b>3.00</b>	<b>100.00</b>



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### 4. Evaluation procedures and weight of components in the final grade

PROCEDURE	% GRADE
Attendance, homework and participation	50.00
Speech and presentation video recording	15.00
Speaking multiple-choice exam	10.00
Writing take-home exam	25.00
<b>TOTAL</b>	<b>100.00</b>