



NATIONAL UNIVERSITY OF ENGINEERING
COLLEGE OF INDUSTRIAL AND SYSTEMS ENGINEERING
INDUSTRIAL ENGINEERING PROGRAM

HS111 – ORAL AND WRITTEN COMMUNICATION

I. GENERAL INFORMATION

CODE	: HS111 Oral and Writing Communication
SEMESTER	: 1
CREDITS	: 3
HOURS PER WEEK	: 4 (Theory-Practice)
CONDITION	: Compulsory
PREREQUISTES	: None

II. COURSE DESCRIPTION

The course prepares students in the understanding of the characteristics and rules of oral and written communication. Through intensive practical work, students understand and apply strategies for reading comprehension and proper use of Spanish language. Writing and grammar rules are emphasized for a correct use of punctuation signs, lexical precision, and a proper use of prepositions, logical-textual connectors, as well as the elaboration of cohesive and coherent texts.

III. COURSE OUTCOMES

1. Properly use the Spanish language in its different aspects: orthography, morphology, syntax, semantics and textual.
2. Use oral and written language with coherence, clarity, order, precision and correctly applying grammar rules.
3. Understand and apply the methods and techniques for writing academic-scientific texts.

IV. COURSE CONTENTS

1. READING COMPREHENSION

Methodological strategies for reading comprehension / Underline method / Conceptual maps / Abstracts / Inferences.

2. COMMUNICATION STRUCTURE

Interest audience / Objective audience / Types of communications / Types of documents / Oral presentations / General rules.

3. ACCENT MARK – GENERAL RULES

Diphthong / Triphthong / Gaps / Examples / Text analysis / Themes for monographic work.

4. ACCENT MARK – SPECIAL RULES

Accent mark in mono-syllabic words / Examples / Text analysis.

5. EXPRESIVE READING

Intonation of phonic groups / Recognition of phonic groups / Punctuation marks in writing / Examples / Text analysis.

6. PERIOD, COMMA AND SEMICOLON

Use of period, comma and semicolon / Final point / Two points / Examples / Text analysis.

7. WRITING BASIC STRUCTURE

Basic structure of a grammar sentence / Structure of subject and predicate / Loism, laism and leism / Strategies for syntax expansion in writing / Examples / Text analysis.

8. COMPOUND SENTENCE IN WRITING

Use of compound sentences in writing / Co-ordinate and sub-ordinate compound sentence / Queism / Writing strategies / Examples / Text analysis.

9. PREPOSITIONS AND LOCUTION

Use of prepositions and prepositive locutions on writing / Correct use of adverbs / Grammar coherence / Examples / text analysis.

10. LOGICAL-TEXTUAL CONNECTOR

Use of logic-textual connectors in writing / Examples / Text analysis.

11. WRITING

Paragraphs / Paragraph formal structure / Main thematic sentence in a paragraph / Main ideas and secondary ideas in a paragraph / Examples / Text analysis.

12. TEXT AND ITS PROPERTIES

Text coherence / Text properties / Cohesion and cohesive elements in writing / Repetitions / Substitutions / Ellipsis / Examples / Text analysis.

13. WRITING STEPS

Writing steps: planning, textualization and revision / Examples / Presentation of monographic work.

V. METHODOLOGY

The course takes place in theory and practice sessions. In theory sessions, the instructor presents the concepts, methods, grammar rules and applications. In practice sessions, different types of texts are analyzed, as well as student elaborate texts and complete monographic works. Active participation of students is encouraged in all sessions.

VI. GRADING SYSTEM

The Final Grade (PF) is calculated with the following formula:

$$PF = (EP + EF + PP) / 3$$

ME: Mid-term exam

EF: Final Exam

PP: Average of quizzes

VII. BIBLIOGRAPHY

1. EFE AGENCY

Spanish Manual
Madrid Editions, 2005.

2. RAUL AVILA

Language and Speakers
Trillas Editions, Mexico, 1995

3. MANUEL CARNEIRO

Advanced Writing Manual
San Marcos Editions, Lima, 2010