

Syllabus

for course at first level

Effective Communication in English
Effektiv kommunikation på engelska

**15.0 Higher Education
Credits**
15.0 ECTS credits

Course code:	ENEC14
Valid from:	Autumn 2021
Date of approval:	2013-10-23
Changed:	2021-03-05
Department	Department of English
Main field:	English
Specialisation:	G2F - First cycle, has at least 60 credits in first-cycle course/s as entry requirements

Decision

This syllabus was approved by the Faculty Board of Humanities on 2013-10-23 and revised and adopted by the Board of the Department of English on 2016-04-06.

Technical revision by Student Services on 2019-04-29.

The syllabus was revised and adopted by the Board of the Department of English on 2021-03-05.

Prerequisites and special admittance requirements

At least 60 ECTS credits in an academic subject. Swedish upper secondary school course English B/English 6 or equivalent.

Course structure

Examination code	Name	Higher Education Credits
EC14	Effective communication in English seminars	10
EC21	Effective communication in English genre project	5

Course content

This course aims to enhance students' ability to employ English for academic and professional purposes. In the course we will work with a range of genres of both written and spoken English (such as business correspondence, reports, academic papers, oral presentations). The students' linguistic proficiency will be improved through individual and collaborative tasks, which have been designed to develop both written and spoken language skills.

Learning outcomes

In order to pass Module 1, seminars (10 credits), students are expected to be able to:

- Recognise various genres and be aware of their aims;
- Express themselves correctly and effectively in both spoken and written English in different contexts;
- Present their arguments and points of view orally and in writing.

In order to pass Module 2, genre project (5 credits), students are expected to be able to:

- Produce coherent and structured texts;
- Compare different text styles and genres;

- Express themselves correctly and effectively in both spoken and written English in different contexts.

Education

Instruction is given in the form of seminars and the language of instruction is English. For more detailed information, please refer to the course description. The course description will be available at least one month before the course starts.

Forms of examination

a. The course is examined as follows:

Module 1, seminars: written assignments and oral presentations.

Module 2, genre project: a written assignment in the form of an essay.

The principles for weighting individual assignments are described in the grading criteria.

The language of examination is English.

For more detailed information, please refer to the course description. The course description will be available at least one month before the course starts.

If a student has a certificate with recommendations for special pedagogical support due to a long-term disability, the examiner may adapt the examination or allow the student an alternative examination.

b. Grades will be set according to a seven-point scale related to the learning objectives of the course:

A = Excellent

B = Very good

C = Good

D = Satisfactory

E = Adequate

Fx = Fail, some additional work required

F = Fail, much more work required

c. Students will be informed of the written grading criteria when the course starts. Any announced grading criteria related to the learning objectives are binding.

d. In order to pass the course, students must receive a grade of E or higher (or G where applicable) on all examination tasks.

Assignments not submitted on time will not be graded. Students who miss a deadline will be referred to the next examination opportunity.

The letter grades A-E are converted into numbers 5-1 and aggregated to an average grade, which is calculated by weighting the number of higher education credits of each module. The final course grade thus constitutes a weighted average of the modules. Standard rules for rounding numbers apply.

e. At least three examination opportunities should be offered within a one-year period. At least one examination opportunity will be offered during a year when the course is not given.

Students who receive the grade Fx or F (or U where applicable) twice by the same examiner are entitled to have another examiner appointed for the next examination, unless there are special reasons to the contrary. Such requests should be addressed to the Director of Studies.

Students who receive the grade E or higher may not retake the examination to attain a higher grade.

f. This course does not include any opportunities to complete a supplementary assignment in order to convert the grade Fx into a passing grade.

Interim

When the syllabus is discontinued or revised, students have the right to be examined according to this syllabus once per semester during a transition period of three semesters.

Limitations

This course may not be included in a degree together with a course, taken in Sweden or elsewhere, of identical or partially similar content.

Required reading

For up-to-date information about required reading, please refer to the department website at www.english.su.se. The current reading list will be made available at least two months before the course starts.