



## DEPARTMENT OF LANGUAGES AND LITERATURES

### **EN1001 Working Life Communication, 7.5 higher education credits**

Kommunikation i arbetslivet, 7,5 högskolepoäng

*First Cycle*

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#### **Confirmation**

This course syllabus was confirmed by Department of Languages and Literatures on 2016-09-07 and was last revised on 2016-09-19 to be valid from 2017-01-16, spring semester of 2017.

*Field of education:* Arts 100%

*Department:* Department of Languages and Literatures

#### **Position in the educational system**

*Main field of studies*

English

*Specialization*

G1N, First Cycle, has only upper-secondary level entry requirements

#### **Entry requirements**

General entrance requirements

#### **Learning outcomes**

On successful completion of the course the student will be able to:

*Knowledge and understanding*

- identify different text types and be aware of the aims and functions of these;

- Identify grammatical patterns that occur in speech and writing in working life;

*Skills and abilities*

- Express himself or herself both orally and in writing using correct English in different working life contexts;
- Follow conventions that are relevant for professional genres concerning text structure, references, etc;
- Compare texts in different genres and styles, and with different aims and target groups;

*Judgement and approach*

- Determine what style and language level is appropriate in different working life contexts.

**Course content**

The course is based on research in ESP (English for Specific Purposes) and deals with professional communication in English. The focus is on various types of texts, e.g. letters, applications, meetings, reports and oral presentations. The course has a practical aim, which means that the course participants work with authentic texts (their own and those of others) through analyses and discussions. The students are thus given the possibility to adapt the assignments so that they are relevant for their own needs.

**Form of teaching**

The teaching is conducted in the form of seminars.

*Language of instruction:* English

**Assessment**

The course is examined orally and in writing.

Students who have failed any part of the course are given the possibility of a new test. Those who have passed a subtest may not undergo a new test for a higher grade. Nor do students have the right to withdraw a submitted test and in such a way avoid being graded.

If a student, who has failed the same examined component twice, wishes to change examiner before the next examination, a written application should be sent to the

department responsible for the course and be granted unless there are special reasons to the contrary (Chapter 6, Section 22 of Higher Education Ordinance).

In cases where a course has been discontinued or has undergone major changes, the student should normally be guaranteed at least three examination occasions (including the ordinary examination) during a period of at least one year from the last time the course was given.

**Grades**

The grading scale comprises: Pass with Distinction (VG), Pass (G) and Fail (U).

**Course evaluation**

The students are given the opportunity to make a written evaluation of the course. The results of the evaluation are published digitally.

**Additional information**

Exception is made from the requirement for Swedish in the entry requirements.

This course lies outside the progression within English as the main field of study and can only be included in a degree as an elective course.

Equality aspects should be taken into consideration in content, literature, teaching and evaluation. In addition, where relevant, the course should make students aware of and problematise ecological, economic, cultural and socially sustainable development.