

Course Unit	Technical Writing Workshop	Field of study	-
Bachelor in	Languages for International Relations	School	School of Education
Academic Year	2023/2024	Year of study	3
Type	Semestral	Semester	2
Workload (hours)	81	Contact hours	T - - TP 27 PL - - TC - - S - - E - - OT 9 O - -
Level	1-3	ECTS credits	3.0
Code	8374-767-3202-00-23		

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Carla Sofia Lima Barreira Araujo

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Analyse, organize and select information, turning it into useful knowledge for the development of strategies of communication and personal projects of formation.
2. Understand specialized articles in various scientific and professional areas, and long technical instructions
3. Prepare summaries of technical and scientific texts
4. Write reports
5. Produce administrative texts
6. Systematize knowledge about the functioning of the language from usage scenarios

Prerequisites

Before the course unit the learner is expected to be able to:
Without application

Course contents

1. The making of scientific and academic works: methodologies of investigation;
2. The editorial process;
3. Models and text types.

Course contents (extended version)

1. The making of scientific and academic works: methodologies of investigation
 - Search, save and register information
 - Prepare tokens of reading or of content
 - Do bibliographical references
 - Plan and prepare a work of investigation: types of plan
 - The several parts of a work of investigation
2. The editorial process
 - Discursive situation (communicative intent, encyclopedic knowledge)
 - Text style and quality
 - Writing and cyberwriting
3. Models and text types
 - Summary
 - Academic texts (dissertation, internship report)
 - Administrative texts (letter, email, minutes, regulation, application, curriculum vitae)
 - Journalistic texts

Recommended reading

1. Cassany, D. (2007). Oficina de Textos: Compreensão leitora e expressão escrita em todas as disciplinas e profissões. Artemed.
2. Mateus, M. H. et al. (2003). Gramática da Língua Portuguesa. Caminho.
3. Pereira, M. L. A. (2000). Escrever em Português. Didáticas e Práticas. Asa.
4. Raposo, E. (Org.) (2013; 2020). Gramática do português. Fundação Calouste Gulbenkian.
5. Sousa, M. J. et al. (2011). Como fazer investigação, dissertações, tese e relatórios. Lidel.

Teaching and learning methods

Theoretical and practical sessions (explicit content); Research, analysis and discussion of texts, constructed according to different discursive modes of organization as well as bibliographic reference sources; Classes in workshop format, with moments of writing in large and small group; Tutorials guidelines: individualized monitoring of work of understanding and textual production.

Assessment methods

1. Continuous evaluation - (Regular, Student Worker) (Final)
 - Intermediate Written Test - 50%
 - Portfolio - 50%
2. Assessment by examination - (Regular, Student Worker) (Supplementary, Special)
 - Final Written Exam - 100%

Language of instruction

Portuguese, with additional English support for foreign students.

Electronic validation

Carla Sofia Lima Barreira Araujo	Carla Alexandra F. Espírito Santo Guerreiro	Elisabete Rosário Mendes Silva	Carlos Manuel Costa Teixeira
18-12-2023	19-12-2023	20-12-2023	11-02-2024