29030 - Administrative Language

<u>**Información del Plan Docente**</u>

Academic Year	2016/17
Academic center	228 - Facultad de Empresa y Gestión Pública
Degree	429 - Degree in Public Management and Administration
ECTS	3.0
Course	4
Period	Indeterminate
Subject Type	Optional
Module	---

1.Basic info

1.1.Recommendations to take this course

1.2.Activities and key dates for the course

2.Initiation

2.1.Learning outcomes that define the subject

2.2.Introduction

3.Context and competences

3.1.Goals

3.2.Context and meaning of the subject in the degree

3.3.Competences

3.4.Importance of learning outcomes

4.Evaluation

5.Activities and resources

5.1.General methodological presentation

5.2.Learning activities

5.3.Program

Contents

1. Specialized or technolectals languages.
2. The administrative language as the Spanish technolectal .

3. Orthographic uses .
4. Abbreviation procedures.
5. Morphological aspects.
6. Syntax issues.
7. Locutions, periphrases and idiomatic phrases.
8. The lexicon.
9. Treatments
10. The style.
11. Types of adminsitrative documents.
12. Citizens documents.

Practices program

Practice 1. Parsing of an administrative text: identification of general techonolectals features.

Practice 2. Parsing of text: parsing and commentary of questions on graphic accentuation, punctuation signs, auxiliary signs and capital letters usages.

Practice 3. Identification, interpretation and classifying of abbreviation procedures.

Practice 4. Parsing and comment on syntactical and morphological aspects..

Practice 5. Parsing and comment on phraseology and lexical aspects.

Practice 6. Parsing and comment on treatment and style aspects.

Practice 7. Correction of a text.

Practice 8. Identification and classifying of administrative texts.

Practice 9. Writing of an administrative document.

Practice 10. Writing of citizens document.

5.4.Planning and scheduling

5.5.Bibliography and recomended resources

The updated bibliography can be found in the University Library (go to 'bibliografia recomendada' in ' http://psfunizar7.unizar.es/br13/eBuscar.php?tipo=a ')