29030 - Administrative Language

Syllabus Information

Academic Year: 2020/21
Subject: 29030 - Administrative Language
Faculty / School: 228 - Facultad de Empresa y Gestión Pública
Degree: 429 - Degree in Public Management and Administration
ECTS: 3.0
Year: 4
Semester: First semester
Subject Type: Optional
Module: ---

1.General information

1.1.Aims of the course

1.2.Context and importance of this course in the degree

1.3.Recommendations to take this course

2.Learning goals

2.1.Competences

2.2.Learning goals

2.3.Importance of learning goals

3.Assessment (1st and 2nd call)

3.1.Assessment tasks (description of tasks, marking system and assessment criteria)

4.Methodology, learning tasks, syllabus and resources

4.1.Methodological overview

The methodology followed in this course is oriented towards the achievement of the learning objectives. A wide range of teaching and learning tasks are implemented, such as lectures, practice sessions and seminars.

4.2.Learning tasks

The 3 ECTS course is organized as follows:

- **Lectures** (22 hours). They will consist on the the lecturer's presentation of the theoretical contents and the participation of the students. The purpose is to transmit the essential notions of the syllabus in a clear and systematical way, encouraging the student's autonomous study and curiosity. The students will complete the lecturer's explanation with the reading and consultation of the recommended bibliography. Lecture attendance is recommended but not compulsory, it is not part of the assessment.
- **Practice sessions** (10 hours). They will consist on exercises of text analysis and commentary, text correction and document writing. The analyzed texts can be proposed by the teacher or the students. The students will complete at least four exercises individually. Some exercises of text analysis and text correction will be done in groups during the sessions.
- **Assignments** (15 hours). The students will prepare a book review from the books indicated in the specific bibliography. Moreover, they will do a commentary on a specialized paper, which will be selected from a list

provided by the teacher. The writing guidelines will be provided too. The book review will be submitted at the end of the semester and the paper commentary will be presented in class.

- **Seminars** (6 hours). It involves text analysis and correction.
- **Autonomous work and study** (17 hours).
- **Tutorials** (3 hours).
- **Exam** (2 hours).

4.3.Syllabus

This course will address the following topics:

Lectures

1. Specialized or technolectal 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. The types of administrative documents.
12. Citizens' documents.

Practice sessions

- Session 1. Analysis of an administrative text: identification of general techonolectal features.
- Session 2. Analysis of text: Analysis and commentary of questions on graphic accentuation, punctuation signs, auxiliary signs and capital letters usages.
- Session 3. Identification, interpretation and classifying of abbreviation procedures.
- Session 4. Analysis and comment on syntactical and morphological aspects.
- Session 5. Analysis and comment on phraseology and lexical aspects.
- Session 6. Analysis and comment on treatment and style aspects.
- Session 7. Correction of a text.
- Session 8. Identification and classification of administrative texts.
- Session 9. Writing of an administrative document.
- Session 10. Writing of citizens' document.

4.4.Course planning and calendar

Further information concerning the timetable, classroom, office hours, assessment dates and other details regarding this course will be provided on the first day of class or please refer to the Facultad de Empresa y Gestión Pública website and Moodle.

4.5.Bibliography and recommended resources