Academic Year/course: 2024/25

29030 - Administrative Language

Syllabus Information

Academic year: 2024/25
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

The main objective of the subject is to introduce students to the characteristics of administrative language, familiarise them with this technolect and get them used to detecting faults in expression and suggesting improvements that facilitate clear communication; as well as instructing them in the drafting of written documents and documents in accordance with appropriate criteria of correctness and style.

2. Learning results

1. Know how to situate administrative language as a peculiar technolect within the Spanish language as a whole.

2. Distinguish the graphic, morphological, syntactic, phraseological, lexical and stylistic characteristics of Spanish administrative language (Castilian) and identify them in texts.

3. Draft administrative documents (reports, resolutions, official letters, certificates, minutes and others) accurately, correctly and efficiently.

4. Correctly draft citizens' documents (applications, complaints, claims, allegations, appeals).

5. Assess the process of modernisation of Spanish administrative language and apply the most recommendable criteria and trends to texts of an administrative nature.

6. Appreciate and apply to the reading and writing of administrative texts the aspects referred to non-discrimination in language and the use of different kinds of abbreviations.

3. Syllabus

Theoretical part

Unit 1. Administrative language.

Unit 2. The importance of effective communication: the Plain Language Manifesto.

Unit 3. Grammatical issues and criteria for correct spelling and grammar.

Unit 4. Politeness and politeness formulas for inclusive communication.

Unit 5. Simplification and modernisation of administrative language.

Practical part

Unit 1. Use of the main sources of documentation, resources and reference manuals.

Unit 2. Classification and analysis of different administrative texts.

Unit 3. Analysis and commentary on grammatical and lexical aspects.

Unit 4. Analysis and commentary on aspects of treatment and style.

Unit 5. Correction of administrative texts.

Unit 6. Drafting of administrative texts.

4. Academic activities

4.1. FACE-TO-FACE ACADEMIC ACTIVITIES

Lectures: 15 hours (theoretical and practical sessions on the contents of the subject).

Practical exercises: 15 hours (solving problems and cases, carrying out assignments and face-to-face tutorials).

Personal study and preparation of practical tasks: 43 hours.

Assessment tests: 2 hours.

4.2. VIRTUAL ACADEMIC ACTIVITIES

Synchronous and asynchronous activities: 7 hours (theoretical-practical sessions [videoconferences and/or learning pills] on the contents of the subject).

Distance learning activities: 8 hours (virtual networking, activities on the Moodle platform or online tutorials).

Personal study and preparation of practical tasks: 58 hours.

Assessment tests: 2 hours.

5. Assessment system

Students, both in the virtual and face-to-face mode, must demonstrate that they have achieved the expected learning outcomes through the following activities and assessment criteria:

5.1. FACE-TO-FACE MODE

5.1.1. Continuous assessment

A. Completion of exercises and class work (60%).

B. Theoretical-practical assessment test (40%).

5.1.2. Global assessment: this consists of an individual written test on the syllabus of the subject, divided into a practical part and a theoretical part, which will take place on the dates indicated in the calendar approved by the centre. Its final grade will represent 100% of the total grade for the subject.

5.2. VIRTUAL MODE

5.2.1. Continuous assessment

A. Completion of online exercises and assignments through the Moodle platform (60%).

B. Theoretical-practical evaluation test through the Moodle platform (40%).

5.2.2. Global assessment: an individual written test on the syllabus of the subject, divided into a practical part and a theoretical part, which will take place in person on the dates indicated in the calendar approved by the centre. The final grade will represent 100% of the total grade for the subject.

The fifth and sixth sittings will be governed by the provisions of the previous paragraph.

The University of Zaragoza Code of Conduct will apply to irregularities committed in assessment tests by means of academic fraud, as well as Article 30 of the University of Zaragoza's Regulations on Learning Assessment Standards in the case of irregular practices in assessment tests other than academic fraud.

6. Sustainable Development Goals

4 - Quality Education
5 - Gender Equality
10 - Reduction of Inequalities