



Course FB-04

WRITING AND COMPOSITION OF TEXTS

(45 class hours)

Lecturer:

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Substitute Lecturer:

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OBJECTIVES

This Course is designed to help students improve on, and take better advantage of, their communication skills with regard to the writing of Spanish, while focusing on orthographic correctness, on the grammatical and lexical-semantic aspects of the writing process, as well as on the techniques involved in different categories and genres of text composition.

METHODOLOGY

A methodological approach of a highly practical kind will be employed, based on composition work, as well as on-going exercises.

SYLLABUS

1. The Graphic System of Spanish: Spellings and Sounds.
2. The Spelling of Words: Accents, Capital Letters, Abbreviations, Symbols.
3. Matters of Grammar in relation to Composition Writing. Punctuation Rules.
4. Adjectives: Use and Placement.
5. Lexical-Semantic Aspects. Precision in the Use of Language: Ambiguity, Synonymy, Barbarisms, Solecisms. Expression and Style.
6. Composition Writing: the Techniques involved.
7. Procedures: Description, Narration, and Dialogue.
8. Types of Text. Brief Texts: Notes, Announcements, Notices.
9. Types of Text: Curricula vitae. Cookery Recipes.
10. Types of Text. Debate-based Texts: Expressing Opinions. Journalistic Texts: the News Item.

Bibliography

ARANDA, J. C. *Manual de ortografía y redacción*. Córdoba: Berenice, 2010.
AYALA, L. *Taller de lectura y redacción*. México: Instituto Politécnico Nacional, 2005.
CASSANY, D. *Taller de textos: leer, escribir y comentar en el aula*. Barcelona: Paidós, 2016.
CERVERA MADRID, Á. *Guía para la redacción y el comentario de texto*. Madrid: Espasa Calpe, 2005.
GÓMEZ TORREGO, L. *Manual del español correcto*. Madrid: Arco/ Libros, 1989.
MANFREDI MAYORAL, J. L. *Manual de estilo editorial*. Sevilla: Universidad de Sevilla, 2008.
MARSÁ, F. *Diccionario normativo y guía práctica de la lengua española*. Barcelona: Ariel, 1986.
REAL ACADEMIA ESPAÑOLA. *Nueva ortografía de la lengua española*. Madrid: Espasa, 2010.
REAL ACADEMIA ESPAÑOLA. *Diccionario de la lengua española*. Madrid: Espasa, 2009



REAL ACADEMIA ESPAÑOLA. *Diccionario Panhispánico de Dudas*. Madrid: Espasa, 2005

Moreover, during class sessions, the lecturer concerned will provide guidance with regard to further bibliographical titles.

ASSESSMENT CRITERIA

Given the character of this Course, assessment will be dynamic and on-going. In this sense, the following factors will be kept in mind:

- Regular Attendance.
- Grades obtained in the compositions undertaken, as well as in other kinds of written exercises.
- The final-exam grade.
- The exam to be held at the end of the Course will consist of a written composition, together with a second kind of written exercise which will be set at that moment (e.g. dictation, the completion of sentences in terms of the kind of exercises undertaken during the semester, etc.).