



## Course Syllabus

<b>Course Code</b>	<b>Course Title</b>	<b>ECTS Credits</b>
HGEN-250	Language Expression	10
<b>Prerequisites</b>	<b>Department</b>	<b>Semester</b>
None	Languages and Literature	Spring
<b>Type of Course</b>	<b>Field</b>	<b>Language of Instruction</b>
Required	Social Sciences	English
<b>Level of Course</b>	<b>Lecturer(s)</b>	<b>Year of Study</b>
1 <sup>st</sup> Cycle	Dr. Maria Economidou	1 <sup>st</sup>
<b>Mode of Delivery</b>	<b>Work Placement</b>	<b>Corequisites</b>
Distance Learning	N/A	None

### Course Objectives:

The main objectives of the course are to:

- Provide an overview of the types of language expression
- Introduce students to written communication, oral communication and business, communication.
- Impart the basic principles of successful writing on different levels and based on different needs.
- Enhance critical knowledge and ability to use different expressions based on the situation.

### Learning Outcomes:

After completion of the course students are expected to be able to:

1. Understand the various types of language expression.
2. Distinguish which type of expression to use in any given situation.
3. Remember the importance of proper language expression.
4. Apply knowledge to improve their language expression.

### Course Content:

- Writing for the Target Audience/Reader
- Overview of the writing process & Writing Thesis: Topic Sentences, Paragraphs, Essay

- Evidence and Facts, Claims and Opinions
- Arguments and Fallacies
- Analysis of Data, Tables, Visuals
- Using Sources, Quotations and Referencing – Summarizing, Paraphrasing
- Writing Emails, Letters, Memos, Meeting Agenda and Minutes
- Writing Reports: Style, Dos/Don'ts, Proofreading, Revising
- Report Writing: Preliminaries, Introduction, Main Body, Conclusions, Appendices
- Rhetoric: Occasion, Context and Program
- Language: Symbols, Perception, Non-Verbal Communication
- Interpersonal Communication: Listening, Delivery Style, Persuasion- Ethos, Logos, Pathos
- CV Preparation, Pre-Interview and Interviewing, Negotiation Skills
- Public Speaking & Analyzing your audience

**Learning Activities and Teaching Methods:**

Lectures, Presentations, Assignments, Audiovisual material

**Assessment Methods:**

Homework, Assignments, Mid-term Exam, Final Exam

**Required Textbooks / Readings:**

<b>Title</b>	<b>Author(s)</b>	<b>Publisher</b>	<b>Year</b>	<b>ISBN</b>
Extended Writing and Research Skills: Course Book (English for Academic Study)	Joan McCormack, John Slaght	Garnet Education; 2nd Revised edition	2009	1859644864