

RESOLUÇÃO CONSUN N.º 25/2020

**APROVA A CRIAÇÃO DA DISCIPLINA
PRACTICAL COMMUNICATION SKILLS (72h),
DO GLOBAL EXPERIENCE PROGRAM – GEP,
DA FAE CENTRO UNIVERSITÁRIO.**

O Presidente do Conselho Universitário – CONSUN, no uso das atribuições que lhe confere o art. 17, do Estatuto, e em cumprimento à deliberação do Colegiado em 30 de setembro de 2020, constante do Processo CONSUN 25/2020 – Parecer CONSUN 25/2020, baixa a seguinte

R E S O L U Ç Ã O

Art. 1º Fica aprovada a criação, conforme anexo, da disciplina Practical Communication Skills (72h), do Global Experience Program – GEP, da FAE Centro Universitário.

Art. 2º Esta Resolução entra em vigor nesta data e revoga disposições em contrário.

Curitiba, 30 de setembro de 2020.

Jorge Apóstolos Siarcos
Presidente

PRACTICAL COMMUNICATION SKILLS

COURSE LOAD: 72 class/hours (Classroom setting)

COURSE OBJECTIVES

This course aims: to develop the students' overall English Language skills and their understanding of the communicative process; to provide opportunities for students to learn and practice skills in interpersonal communication; to develop accurate and effective oral, aural, reading and writing skills; to identify the mode of communication and register of language appropriate to a variety of communicative situations including the world of work; to introduce students to terms and concepts such as context, theme, tone, structure, style and register; create opportunities for students to use the learned communication skills in different personal and professional contexts and situation; use of non-verbal communication.

COURSE DESCRIPTION

English as a medium of communication in personal and professional contexts. English as lingua franca. Computer-mediated communication (CMC). Use of emoticons & gifs.

- (a) Reading Skill: strategies, main points, details, use of referents, etc.
- (b) Listening Skill: for gist and for detail; note-taking, etc.
- (c) Writing Skill: blurbs, journals, reflective thinking; research, outlining & reports, e-mails; writing for new media technologies: Twitter, Blogs, Instagram, Facebook; CV and Cover Letter Writing; LinkedIn; etc.
- (d) Speaking Skill: storytelling, planning and delivering a speech/a live; pronunciation practice; presentations & pitch; use of presentation platforms: Google Meet, Zoom, Teams, etc.
- (e) Language Practice: everyday vocabulary and professional jargon (for Law, for Business, for Social Media, etc.); Language for Journalism (Radio, TV & Newspaper); Language for Advertising.

BIBLIOGRAPHY

a.

Basic

a.1 FAE Physical Archive

- MIGLIAVACCA, Paulo Norberto. Business Dictionary. São Paulo, SP: Edicta, 1999.
- The American Heritage Dictionary. 4. ed. New York, NY: Dell Books, 2004.
- GRAVER, B. D. Advanced English Practice. 3. ed. Oxford: Oxford University, 1987.
- EASTWOOD, John. A Basic English Grammar. Oxford: Oxford University, 1982.
- RICHARDS, Jack. Basic Tactics for Listening - workbook. New York: Oxford University, 1996.

- LOUGHEED, Lin. Business Correspondence: letters, faxes, and memos. Massachusetts: Addison-Wesley, 1993.
- GILBERT, Judy B. Clear Speech: pronunciation and listening comprehension in North American English. Cambridge: Cambridge University, 1993.
- Collins Cobuild Student's Grammar: self-study edition with answers. Londres, UK: Harper Collins, 1995.
- Educational Testing Service. The official guide to the TOEFL test. 3rd. ed. New York, NY: McGraw-Hill, c2009.

a.2 Basic – FAE Digital Archive

- Teaching EFL Writing – A Practical Approach for Skills-Integrated Contexts – Isabella de Freitas Villas Boas. Cengage. books/9788522127818/cfi/1!/4/4@0.00:0.00
- FRANÇA, Ana Shirley. Comunicação Oral nas Empresas - Como falar bem e em público. Atlas. books/9788522499113/cfi/0!/4/4@0.00:64.9
- RIBEIRO, Ana Elisa; COSCARELLI, Carla Viana. Letramento Digital - aspectos sociais e possibilidades pedagógicas. Ceale. Coleção Linguagem e Educação books/9788582179239/cfi/0!/4/4@0.00:67.0

b) Complementary

- <https://courses.lumenlearning.com/atd-hostos-interpersonalrelations-1/chapter/introduction-to-communication/>
- <https://pdst.ie/sites/default/files/English.pdf>
- <https://www.nu.edu/resources/how-to-improve-communication-skills-in-english/>
- <https://www.indeed.com/career-advice/career-development/types-of-communication>
- <https://corporatefinanceinstitute.com/resources/careers/soft-skills/communication/>