

ET319-15 Professional Communication

26/27

Department

Applied Linguistics

Level

Undergraduate Level 3

Module leader

Stephanie Schnurr

Credit value

15

Module duration

10 weeks

Assessment

100% coursework

Study location

University of Warwick main campus, Coventry

Description

Introductory description

How is language used to negotiate professional identity? What is the crucial role of communication in teamwork and leadership? How do we manage our interactional goals - face-to-face or online, one-to-one or in groups? In this module you'll explore different genres of professional communication in sectors such as sport, health, and politics as well as in core business/industry settings. You'll apply theories and concepts that can illuminate how people relate to their colleagues and clients, maintain rapport and handle conflict in various contexts such as meetings, interviews and emails. The module provides critical interdisciplinary insights to promote a deeper appreciation of the way language is used at work and applies contemporary analytical approaches (e.g. to gender and leadership) to understand the complex nature of professional communication and enhance your employability as a global graduate.

[Module web page](#)

Module aims

The module aims to:

- Introduce students to various aspects of professional discourse/communication,
- Familiarise students with recent research in the area of professional

discourse/communication

- Facilitate the exploration of professional discourse/comm in a range of different socio-cultural contexts using different analytical and theoretical frameworks and approaches.
- Develop an understanding of key challenges relating to professional communication faced by graduates in entering the global workplace
- Develop the ability to critically evaluate professional communication in key media genres across different cultural contexts.
- Enable students to develop awareness of and sensitivity to communication issues emerging from differences in workplace culture.
- Make use of real-life examples of professional communication to allow students to apply their newly acquired knowledge

Outline syllabus

This is an indicative module outline only to give an indication of the sort of topics that may be covered. Actual sessions held may differ.

An indicative syllabus for this module includes the following (or similar) topics that illustrate the key issues the module aims to cover and ways to approach and analyse professional communication:

Genres of Professional Communication;

Workplace Culture;

Leadership and Teamwork;

Gender and Professional Identity;

Relating at Work - Conflict, Rapport and Politeness;

Meetings and online communication;

Job interviews and media interviews

Learning outcomes

By the end of the module, students should be able to:

- Demonstrate understanding and knowledge of the various aspects of professional discourse/communication introduced in the course. Understand the crucial role of discourse and communication in professional contexts. Understand the applications of research in professional discourse/communication Understand key challenges relating to professional communication faced by graduates in entering the global workplace Be familiar with different approaches to professional discourse /communication. Be familiar with communication issues emerging from differences in workplace culture.

Research element

Students conduct an individual research project on professional communication, giving a presentation of their data and analytical framework before writing up the project to include a critical review and discussion of the relevant literature.

Interdisciplinary

The module is designed around empirical studies of professional communication and workplace culture, drawing on theories and concepts from linguistics, managerial psychology, human resources, gender studies and intercultural pragmatics.

International

Readings and other learning resources across the module cover diverse international and intercultural contexts that reflect the diversity of the student cohort and are supported by group activities providing students with opportunities to reflect on the implications for communication in the global workplace.

Subject specific skills

Demonstrate understanding and knowledge of the various aspects of professional discourse/communication introduced in the course.

Understand the crucial role of discourse and communication in professional contexts.

Understand the applications of research in professional discourse/communication

Understand key challenges relating to professional communication faced by graduates in entering the global workplace

Be familiar with different approaches to professional discourse /communication.

Be familiar with communication issues emerging from differences in workplace culture.

Critically evaluate different approaches, concepts and research findings and draw informed conclusions.

Relate theoretical concepts to different contexts of professional discourse /communication and apply them to interactional data.

Transferable skills

Communicate clearly and contribute effectively in discussions

Work collaboratively in teams

Work autonomously on research tasks

Read academic papers effectively

Communicate ideas effectively in writing, using appropriate wording and structure

Conduct analyses of professional discourse/ communication in different contexts using different conceptual frameworks

Develop skills in important career-related contexts (e.g. recruitment interviews, self-presentation, demonstration of intercultural competencies, appreciation of equality and diversity issues).

Study

Study time

Type	Required
Lectures	9 sessions of 2 hours (12%)
Seminars	9 sessions of 1 hour (6%)
Private study	123 hours (82%)
Total	150 hours

Private study description

Reading subject materials
Homework tasks
Assignments

Costs

No further costs have been identified for this module.

Assessment

You must pass all assessment components to pass the module.

Assessment group A1

	Weighting	Study time	Eligible for self-certification
Assessment component			
Presentation	30%		No
Present data and analytical framework of research project			
Reassessment component is the same			
Assessment component			
3000 word written assignment	70%		Yes (extension)
Reassessment component is the same			

Feedback on assessment

Written feedback on the assignment will be provided on the Centre's standard feedback sheets,

which conform to Faculty regulations. This will include both summary and detailed feedback. Where appropriate, additional feedback may be provided via personal meetings with the tutor.

Availability

Courses

This module is Core optional for:

- Year 3 of UETA-Q1T6 Undergraduate Linguistics with Arabic
- Year 3 of ULNA-R9QB Undergraduate Modern Languages with Linguistics (3 year)

This module is Optional for:

- Year 4 of ULNA-R1Q3 Undergraduate French and Linguistics
- Year 3 of UETA-X3Q5 Undergraduate Language, Culture and Communication
- Year 4 of UETA-X3Q8 Undergraduate Language, Culture and Communication (with Intercalated Year)
- Year 4 of UETA-Q1A9 Undergraduate Linguistics with Arabic (with Intercalated Year)
- Year 3 of UETA-Q1T1 Undergraduate Linguistics with Chinese
- Year 4 of UETA-Q1A7 Undergraduate Linguistics with Chinese (with Intercalated Year)
- Year 3 of UETA-Q1R1 Undergraduate Linguistics with French
- UETA-Q1A1 Undergraduate Linguistics with French (with Intercalated Year)
 - Year 3 of Q1A1 Linguistics with French (with Intercalated Year)
 - Year 4 of Q1A1 Linguistics with French (with Intercalated Year)
- Year 3 of UETA-Q1R2 Undergraduate Linguistics with German
- Year 4 of UETA-Q1A2 Undergraduate Linguistics with German (with Intercalated Year)
- Year 3 of UETA-Q1R3 Undergraduate Linguistics with Italian
- Year 3 of UETA-Q1T2 Undergraduate Linguistics with Japanese
- UETA-Q1A8 Undergraduate Linguistics with Japanese (with Intercalated Year)
 - Year 3 of Q1A8 Linguistics with Japanese (with Intercalated Year)
 - Year 4 of Q1A8 Linguistics with Japanese (with Intercalated Year)
- Year 3 of UETA-Q1R5 Undergraduate Linguistics with Portuguese
- Year 3 of UETA-Q1R7 Undergraduate Linguistics with Russian
- Year 4 of UETA-Q1A6 Undergraduate Linguistics with Russian (with Intercalated Year)
- Year 3 of UETA-Q1R4 Undergraduate Linguistics with Spanish
- UETA-Q1A4 Undergraduate Linguistics with Spanish (with Intercalated Year)
 - Year 3 of Q1A4 Linguistics with Spanish (with Intercalated Year)
 - Year 4 of Q1A4 Linguistics with Spanish (with Intercalated Year)
- Year 4 of UPSA-C805 Undergraduate Psychology with Linguistics (with Intercalated Year)
- Year 3 of UETA-Q310 in English Language and Linguistics
- Year 4 of UETA-Q311 in English Language and Linguistics (with Intercalated year)

This module is Core option list A for:

- Year 4 of ULNA-R2Q2 Undergraduate German Studies with Linguistics

- Year 4 of ULNA-R9Q2 Undergraduate Modern Languages with Linguistics

This module is Core option list B for:

- Year 4 of ULNA-R9Q1 Undergraduate Modern Languages and Linguistics

This module is Core option list C for:

- Year 4 of ULNA-R1Q2 Undergraduate French Studies with Linguistics
- Year 4 of ULNA-R4Q1 Undergraduate Hispanic Studies and Linguistics

This module is Option list A for:

- Year 4 of ULNA-R9Q1 Undergraduate Modern Languages and Linguistics

This module is Option list C for:

- Year 3 of ULNA-R1Q4 Undergraduate French and Linguistics (3 year)
- Year 3 of ULNA-R9Q4 Undergraduate Modern Languages and Linguistics (3 Year)

This module is Option list D for:

- Year 4 of ULNA-R2Q3 Undergraduate German and Linguistics
- Year 3 of UPSA-C802 Undergraduate Psychology with Linguistics