

## Form 7: Learning Process

Complete the following form and upload to the Dropbox. Do this for one module (2-4 competencies). Each competency or objective should be addressed.

Course Name: **Spanish in the Workplace**

Module Name: **Module 2 Emails writing**

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Objective: **Identify relevant aspects for written interaction**

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How will I know if a student knows this or can do this?

**Can recognize the different parts of emails and their specific functions.**

**Can discuss about his/her own experience using appropriate terms and referring to the functions of each part.**

**Can evaluate the in different real examples if they are drafted appropriately and consistently, according to the analyzed aspects.**

**Can produce their own texts respecting certain written rules and can justify their decisions.**

Best ways for a student to learn this:

Experiences: **Match definitions with terms. Read different samples of emails representing all the aspects involved.**

People to see: N/A

Place to go (may be virtual): **fundeu.es**

Thing to read: N/A

Thing to talk about: **Their own experience in written communication**

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Form adapted from Smith, R. M. *Conquering the Content*. San Francisco: Jossey-Bass, 2008.

Course Name: **Spanish in the Workplace**

Module Name: **Module 2 Emails writing**

Objective: **Learn and understand specific expressions and clichés in written communication**

How will I know if a student knows this or can do this?

**Can identify different expressions and clichés stereotypical in written communication.**

**Can discuss about politeness and tone in written communication**

**Can classify the set of expression according to their function and the degree of politeness.**

**Can select the accurate expression/-s in an specific context.**

Best ways for a student to learn this:

Experiences: **self-created SCORM introducing a set of expressions. Read real examples of emails and improve some of them in order to better align form and content.**

People to see: N/A

Place to go (may be virtual): N/A

Thing to read: **Real email examples**

Thing to talk about: **lexical accuracy, tone and politeness in written communication**

Course Name: **Spanish in the Workplace**

Module Name: **Module 2 Emails writing**

Objective: **Draft an email according to certain circumstances**

How will I know if a student knows this or can do this?

**Can draft an email respecting grammar and written conventions**

**Can make the right choices according to the person they are writing to, the situation and the function.**

**Can describe the different aspects of their own production.**

**Can justify the decisions made during the drafting.**

**Can establish parallelisms and comparisons with their own needs when writing in Spanish at work.**

Best ways for a student to learn this:

Experiences: Draft an email. **Analyze relevant aspects.**

People to see: **Facilitator and/or other participants (virtually)**

Place to go (may be virtual): **LMS (Moodle)**

Thing to read: **Real samples of other students' analysis**

Thing to talk about: **Personal professional context of their written communication. Related linguistic aspects. Tone, politeness and effectiveness given the function or objective of the email.**