

EDUC90074 Language in Professional Communication

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	This subject is not offered in 2014.
Time Commitment:	Contact Hours: 24 hours of lectures/seminars/workshops Total Time Commitment: Not available
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	Attendance at all classes (tutorial/seminars/practical classes/lectures/labs) is obligatory. Failure to attend 80% of classes will normally result in failure in the subject.
Contact:	Education Student Centre 234 Queensberry Street Call: 13 MELB (13 6352)
Subject Overview:	This subject examines the ways in which language is shaped to achieve particular purposes in professional contexts. Topics include theories of discourse and genre, personal and impersonal language, patterns of formal and informal negotiation, the genres of business writing, conventions of electronic communication (phone, email, etc.), sensitivity to difference (e.g. culture, gender), and the language of interviews.
Learning Outcomes:	On completion of this subject, students should be able to: <ul style="list-style-type: none"> # understand that linguistic interactions are governed by conventions; # recognise some of the different discourses and genres used in professional contexts; # analyse the conventions operating in professional interactions; and # critically evaluate their own language use in professional interactions.
Assessment:	Essay 1: 1,500 words (40 per cent) due week 7 Essay 2: 2,500 words (60 per cent) due week 14
Prescribed Texts:	None
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees