



Dipartimento Relazioni Internazionali ed Europee (DiRIE)

"Writing Skills"

Codice 2025.147.001

Calendario

Lezioni via web

Data	Orario (da/a)	Argomento	Docente	Ore
14/02/2025	09.00 – 12.00	The Basics Introduction to the course and overview E-learning platform functions and how to use them Using AI for Writing Skills	Sandra Panacci	3
21/02/2025	09.00 – 11.00	The Basics Skills Development Module 1	Sandra Panacci	2
07/03/2025	09.00 – 11.00	Emails and Correspondence Skills Development Module 2	Sandra Panacci	2
28/03/2025	09.00 – 11.00	Briefs and Digests Skills Development Module 3	Sandra Panacci	2
11/04/2025	09.00 – 11.00	Minutes Skills Development Module 4	Sandra Panacci	2
09/05/2025	09.00 – 11.00	Reports Skills Development Module 5	Sandra Panacci	2
23/05/2025	09.00 – 11.00	Proposals The art of persuasion Proposals and the legislative process	Sandra Panacci	2

Tutoraggio a distanza via web affidato a docente

Data	Orario (da/a)	Argomento	Docente	Ore
28/02/2025	9.00 – 12.00	The Basics – assignment correction and feedback	Sandra Panacci	3
14/03/2025	9.00 – 12.00	Emails and Letters – assignment correction and feedback	Sandra Panacci	3
04/04/2025	9.00 – 12.00	Briefs and Digests – assignment correction and feedback	Sandra Panacci	3
30/04/2025	9.00 – 12.00	Minutes – assignment correction and feedback	Sandra Panacci	3
16/05/2025	9.00 – 12.00	Reports – assignment correction and feedback	Sandra Panacci	3
30/05/2025	9.00 – 13.00	Proposals – assignment correction and feedback	Sandra Panacci	4

Moduli di formazione a distanza fruibili autonomamente

Disponibilità (dal/al)		Argomento – descrizione del modulo	Ore
10/02/2025	13/06/2025	The Basics	1
		Video lesson: Formal and Informal language Video lesson: Cohesion and Coherence	0,5

		Video lesson: Effective Planning Practice and exercises Unit Assignment	
14/02/2025	31/12/2024	The Basics Interactive exercises	3
21/02/2025	13/06/2025	Emails and Letters Video lesson: Emails and conventions Practice and exercises Video lesson: Writing better emails Practice and exercises Video lesson: The language of emails Practice and exercises Unit Assignment	1
			0,5
07/03/2025	13/06/2025	Emails and Letters Language Development Practice and exercises	3
28/03/2025	13/06/2025	Briefs and Digests Practice and exercises Video lesson: Briefs in context Practice and exercises Assignment Video lesson: The structure of briefs Practice and exercises Unit Assignment	1
			0,5
28/03/2025	13/06/2025	Briefs and Digests Language Development Practice and exercises	4
28/03/2025	13/06/2025	Briefs and Digests Interactive exercises	3
11/04/2025	13/06/2025	Minutes Video lesson: the recording function and the roles of secretary and chair Video lesson: Useful strategies for dealing with minutes before and during the meeting Video lesson: Practical application	0,5
11/04/2025	13/06/2025	Minutes Language Development Practice and exercises Unit Assignment	1
11/04/2025	13/06/2025	Minutes Language Development Practice and exercises	4
09/05/2025	13/06/2025	Reports Video lesson: Government reports, their importance and relevance to the public. Linguistic features of reports Module content development Unit Assignment	1

09/05/2025	13/06/2025	Reports Practice and exercises Video lesson: Describing charts and graphs and text coherence in report writing Practice and exercises Video lesson: The structure of effective report writing Practice and exercises	0,5
09/05/2025	13/06/2025	Reports Language Development Practice and exercises	4
09/05/2025	13/06/2025	Reports Interactive exercises	3
23/05/2025	13/06/2025	Proposals Proposals and the legislative process Practice and exercises Final Assignment	1
			0,5

Test di valutazione

Disponibilità (dal/al)		Argomento
23/05/2025	30/05/2025	Test di valutazione finale erogato in ambiente virtuale