Module Specification

Language At Work

Version: 2023-24, v2.0, 20 Jan 2023

Contents

Part 1: Information

Module title: Language At Work

Module code: UPNNEP-15-2

Level: Level 5

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Arts Creative Industries & Education

Department: ACE Dept of Creative & Cultural Industries

Partner institutions: None

Field: Linguistics

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Recent years have seen unprecedented changes in the world of business and the world of work. Language and communication are now fundamental to the way in which organisations operate internally and compete externally. The ability to use our words well, or communicate effectively can make all the difference between 'success and failure, collaboration and conflict, progress and intertia' (Thompson 2003: xi).

This module is all about gaining skills needed for the workplace whilst, at the same time, researching how language is used in the workplace.

Features: Not applicable

Educational aims: This module will explore language in a range of workplaces, from both a top-down level, looking at the ways companies interact with the outside world, and a bottom-up approach, looking at the language of recruitment and internal communication and the negotiation of roles and tasks in the workplace itself.

The module also presents students with the opportunity to think about what they want to do after they have finished at UWE and to explore what they need to do in order to achieve this.

Outline syllabus: The aims here are manifold:

Understanding the underlying linguistic `rules' which govern the workplace

Being able to apply this knowledge to the materials students will use in support of job applications

Preparing students for the minefield that is communication in the workplace

Exploring and reflecting on graduate attributes and how students can embody these

Considering the language of the recruitment process, the importance of avoiding discriminatory language, and the role of non-verbal communication

Introducing the principles of conversation analysis and how this can be used to shed light on recurrent patterns in interaction and how deviant cases can shed light on social norms in the workplace.

Part 3: Teaching and learning methods

Teaching and learning methods: See Assessment Strategy.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Identification of their current skills, attributes and knowledge as well as what further is needed to progress in a specific chosen career

MO2 Language analysis skills to identify specific styles of application relevant to different fields

MO3 An understanding/insight of the structure of spoken language focusing in particular on workplace data

MO4 Further progression of their own career aspirations through engagement with employers and reflection on their experience

MO5 Knowledge gained on this course in a range of different contexts such as problem solving, essays, other assessed work and practical situations

MO6 The ability to communicate effectively and appropriately

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Total = 150

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link

Part 4: Assessment

Assessment strategy: The rationale for this module is that students should engage with and demonstrate an awareness of both the academic and theoretical aspect of workplace language as well as reflecting on their own professional development in order to ensure that they are career ready.

Students will carry out a number of activities which are submitted as a portfolio at the

end of the teaching block. These can include, but are not limited to:

Evidence of engagement with the Careers Service and reflection on the perceived value and learning outcome of these sessions.

Personal Development Plan

Record of Engagement

Conversation Analysis of a piece of workplace discourse (e.g. interview or meeting)

Review of workplace literature.

Assessment tasks:

Portfolio (First Sit)
Description: Portfolio
Weighting: 100 %
Final assessment: Yes
Group work: No
Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Portfolio (Resit)
Description: Portfolio
Weighting: 100 %
Final assessment: Yes
Group work: No
Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

Part 5: Contributes towards

This module contributes towards the following programmes of study:

English Language and Linguistics [Frenchay] BA (Hons) 2022-23

English Language and Linguistics {Foundation} [Sep][FT][Frenchay][4yrs] BA (Hons) 2021-22