UWE Bristol | University of the West of England

MODULE SPECIFICATION

Part 1: Information			
Module Title	Language at Work		
Module Code	UPNNEP-15-2	Level	2
For implementation from	September 2020		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Arts, Creative Industries and Education		Linguistics
Department	Arts and Cultural Industries		
Contributes towards	BA Hons English Language and Literature BA Hons English Language and Linguistics		
Module type:	Project		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description

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.

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.

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: Assessment: Strategy and Details

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.

Identify final timetabled piece of assessment (component and element)	Component A	
	A:	**B**:
% weighting between components A and B (Standard modules only)	**100**	

First Sit	
Component A (controlled conditions) **Description of each element**	**Element weighting** (as % of component)
1.Portfolio	**100%**
Component B **Description of each element**	**Element weighting** (as % of component)
N/A	
Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) **Description of each element**	**Element weighting** (as % of component)
1.Portfolio	**100%**
Component B **Description of each element**	**Element weighting** (as % of component)
N/A	

Part 4: Learning Outcomes & KIS Data

Learning Outcomes	On successful completion of this module students will be able to: • identification of their current skills, attributes and knowledge as well as what further is needed to progress in a specific chosen career (component A); • language analysis skills to identify specific styles of application relevant to different fields (component A) • an understanding/insight of the structure of spoken language focusing in particular on workplace data (component A); • further progression of their own career aspirations through engagement with employers and reflection on their experience (component A); • knowledge gained on this course in a range of different contexts such as problem solving, essays, other assessed work and practical situations (component A) • the ability to communicate effectively and appropriately (component A)
Key Information Sets Information (KIS)	
Contact Hours	
Total Assessment	
Reading List	

Key Information Set - Module data

Number of credits for this module				15	

Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	
150	36	114	0	150	✔

The table below indicates as a percentage the total assessment of the module which constitutes a;

Written Exam: Unseen or open book written exam
Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test
Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)

Total assessment of the module:			
Portfolio			100%
Total			100%

Indicative Reading List:

Additional digital materials are made available through Blackboard.
The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, as indicated above, CURRENT advice on readings will be available via other more frequently updated mechanisms.

https://uwe.rl.talis.com/lists/90491A23-1028-EADF-CED4-FF108C185A3A.html

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First ASQC Approval Date	22/05/2019			
Revision ASQC Approval Date		Version	*1*	*Link to RIA 12883*