



**Key Competences Kit**  
for facing Lifelong Learning

## **CURRICULUM**

### **COMMUNICATION IN THE MOTHER TONGUE**

#### **MODULE 1**

#### **8 KEY COMEPTENCES KIT**

July 2009

**Curriculum:** 8 Key Competences Kit for facing lifelong learning

**Partner:** Fundación Metal Asturias, Spain

**Module Number:** 1

**Module Title:** Communication in the mother tongue

**Number of Units:** 5

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**Total duration of the module:** 16 academic hours

**Theory:** 5 hours

**Exercises, practices:** 10 hours

**Summary, Self-evaluation:** 1 hour

**Documents for completed course:** CERTIFICATE

**Form of Module:** Compulsory

**Credits:** 1

**Prerequisite for participation:**

- Basic knowledge of the mother tongue.
- Basic knowledge of reading and writing. Literacy.

**Target group:**

Adults with lack of basic training or education gaps in risk of social exclusion: immigrants, premature school leavers, women's collectives, adults over 55, former young offenders, low-qualified workers etc.

**Knowledge to acquire:**

- Solid knowledge of the basic vocabulary, functional grammar and style as well as the functions of the language.
- Awareness of the main types of verbal interaction (conversations, interviews, debates, etc) and the basic features of the styles and registers of language.
- Comprehension of the paralinguistic features of the communication (voice features, facial expressions, gesture and positions systems).

- Knowledge of different literary texts (short stories, legends, poetry, novels, etc.) and the main characteristics as well as the non literary texts (Curriculum Vitae, templates, reports, editorial articles, speeches etc) and their main characteristics.
- Comprehension of the written language features (formal, informal, scientific, journalistic, colloquial, etc.)
- Awareness of the variability of the language and types of language as well as the communications ways over time and different geographic, social and communicative sceneries.

**Skills:**

- Skill to communicate both orally and in writing, and to understand or facilitate the understanding of different messages in a variety of contexts and with different purposes.
- Skill to read and understand different texts by adopting adequate strategies as a function of the objective of the Redding and type of text.
- Skill to write different types of texts with different purposes.
- Skill to search, collect and process written information, data and Concepts and for organizing knowledge in a systematic way.
- Skill to formulate and Express one's oral and written arguments in a convincing way bearing in mind other points of view.
- Skills required to use the resources (notes, schemes, maps) necessary to produce, present and understand complex texts in oral and written way (speeches, conversations, instructions, interviews, debates).

**Attitudes:**

- Development of a positive attitude to the mother tongue through its recognition as potential resource of personal and cultural enrichment.
- Disposition to receive opinions and arguments from others without prejudices and to be able of keeping a critic and constructive dialog.
- Confidence on public speaking.
- Disposition to make effort for reaching aesthetic qualities in the expression beyond the technical correction of a word/sentence.
- Development of the liking for the literature.

- Development of a positive attitude towards the intercultural Communications.

**Methodologies for delivering of the training:**

- e-learning
- Face to face tutoring
- Blended learning.

**Learning evaluation:**

- Online content-based questions;
- Online tests (multiple choice, false/true etc.).

### Module Contents

Didactic Unit	Theme	Hours
<b>Didactic Unit 1. Communication in mother tongue</b>	What does mean communication?. Concept and process of communication	<b>3 hours (1T/2P)</b>
	Our language: the mother tongue (Basic Concepts – speaking, language and mother tongue- and functions of the language)	
	How do we communicate? (Types of verbal communication–oral and written- and non-verbal communication)	
	Practical exercises for identificating: <ul style="list-style-type: none"> <li>the Communications process elements in different contexts</li> <li>errors in the communicative process,</li> <li>the mother tongue features</li> <li>start-up with different types of communication...</li> </ul>	
<b>Didactic Unit 2. Communication skills I (To speak)</b>	Speak right! (adequate use of the verbal communication elements – volume, tone, fluency...- and elements of the non verbal communication – body position, look, gestures)	<b>3 hours (1T/2P)</b>
	Styles of Communications and records (assertive, aggressive, inhibited...)	
	The conversation	
	Public speaking	
	Making requests	
	Refusals	
	Practical activities: <ul style="list-style-type: none"> <li>right use of the verbal communications elements</li> <li>identification of the communication style in different contexts</li> <li>communication skills in different contexts</li> </ul>	

<b>Didactic Unit 3.</b> <b>Communication skills II (To listen)</b>	Cómo escuchar correctamente (niveles de escucha)	<b>3 hours</b> <b>(1T/2P)</b>
	Active listening (characteristics and techniques)	
	Practical activities: Simulation and practice of active listening in different communicative contexts	
<b>Didactic Unit 4.</b> <b>Communication skills III (To read)</b>	How to read in a comprehensive and efficient way	<b>3 hours</b> <b>(1T/2P)</b>
	Techniques for analyzing and synthesizing information	
	Practical activities: <ul style="list-style-type: none"> <li>• Read of different style texts</li> <li>• Information analysis</li> <li>• Comprehension and synthesis tasks</li> </ul>	
<b>Didactic Unit 5.</b> <b>Communication skills IV (To write)</b>	How to elaborate written documents with different nature	<b>3 hours</b> <b>(1T/2P)</b>
	Ways of written language (literary and non-literary texts)	
	The words and their meaning (use of the dictionary)	
	The grammatical sentence	
	The grammatical elements (name, pronoun, verb, verb, adverb, prepositions....)	
	Practical exercises: <ul style="list-style-type: none"> <li>• Essay of different written texts</li> <li>• Use of the dictionary and meaning of the words</li> <li>• Identification of grammatical elements</li> </ul>	
<b>Self-evaluation</b>		<b>1 hour</b>

## Project Partners:



## Associated Partner:



## Promoter:

