

Opasraportti

Languages and Communication, Finnish (2012 - 2013)

Finnish Courses

Faculty of Humanities

900050Y Written and Oral Communication Skills 5 ECTS
 900000Y Second Official Language (Finnish), (Finska för humanister) 5 ECTS

Faculty of Education

900070Y (410013Y) Scientific Communication I 2 ECTS
 900071Y (410019Y) Scientific Communication II 2 ECTS
 900075Y (410016Y) Oral Communication 2 ECTS
 900077Y (405506Y) Oral and Written Communication 2 ECTS
 900002Y Second Official Language (Finnish), (Finska för pedagoger) 2 ECTS

Faculty of Science

900050Y Oral and Written Communication 4 ECTS (IPS)
 900050Y-27 Scientific Communication (TOL) 4 ECTS
 900050Y-26 Oral Communication (IPS) 2 ECTS
 900050Y-18 Written Communication (IPS) 2 ECTS
 900003Y Second Official Language (Finnish), (Finska för naturvetare) 2 ECTS

Faculty of Medicine

900007Y Basics of Written Communication 2 ECTS
 900008Y Basics of Oral Communication 2 ECTS
 900006Y Second Official Language (Finnish), (Finska för medicinare) 3 ECTS

Oulu Business School

900055Y Communication Skills in Business and Economic Life 3 ECTS
 900056A Research Communication in Economics 2 ECTS
 900009Y Second Official Language (Finnish), (Finska för ekonomer) 4 ECTS

Faculty of Technology

900060A Technical Communication (Mechanical Engineering, CSE, Process and Environmental Engineering,) 2 ECTS
 900061A Scientific Communication for Production Engineering and Management 2 ECTS
 900062P Communicative Oral Skills 2 op
 900009P Second Official Language (Finnish), (Finska för tekniker) 3 ECTS

Communication Buffet

900050Y-04 Tieteellinen viestintä 5 ECTS
 900050Y-07 Kirjoituskurssi 2 - 3 ECTS
 900050Y-08 Ryhmäviestintä 2 - 3 ECTS
 900050Y-09 Kirjallisen viestinnän perusteet 2 - 3 ECTS
 900050Y-10 Kielen- ja tekstinhuollon kurssi 2 - 3 ECTS
 900050Y-11 Esiintymistaito 2 - 3 ECTS
 900050Y-12 Esiintymisvarmuuden kehittäminen 2 - 3 op

900050Y-14 Tieteen popularisointi 2 - 5 ECTS
 900050Y-17 Puheviestintä 2 - 3 ECTS
 900050Y-21 Apua opinnäytetyöhön 2 - 3 ECTS
 900050Y-22 Opetusviestintä 2 - 3 ECTS
 900050Y-23 Luova kirjoittaminen 2 - 3 ECTS
 900050Y-24 Lehtikurssi 2 - 3 ECTS
 900050Y-25 Verkkokirjoittaminen 2 - 3 ECTS

Tutkintorakenteisiin kuulumattomat opintokokonaisuudet ja -jaksot

900050Y-09: Basics of Written Communication, 2 - 3 op
 900007Y: Basics of Written Communication, 2 op
 900055Y: Communication Skills in Business and Economic Life, 3 op
 900062P: Communicative Oral Skills for Production Engineering and Management, 2 op
 900050Y-23: Creative Writing, 2 - 3 op
 900050Y-12: Developing Presentation Poise, 3 op
 900050Y-22: Educational Communication, 2 - 3 op
 900050Y-08: Intra-Group Communication, 2 - 3 op
 900050Y-24: Journalistic Writing, 2 - 3 op
 900050Y-25: Net Writing, 2 - 3 op
 900050Y-17: Oral Communication, 2 - 3 op
 900050Y-26: Oral Communication (TOL), 2 op
 900077Y: Oral and Written Communication, 2 op
 900050Y-11: Presentations Skills, 2 - 3 op
 900056A: Research Communication in Economics, 2 op
 900050Y-14: Science Popularisation, 2 - 5 op
 900050Y-04: Scientific Communication, 4 - 5 op
 900050Y-27: Scientific Communication (TOL), 4 op
 900070Y: Scientific Communication I, 2 op
 900071Y: Scientific Communication II, 2 op
 900061A: Scientific Communication for Production Engineering and Management, 2 op
 900009Y: Second Official Language (Finnish), 4 op
 900002Y: Second Official Language (Finnish), 2 op
 900003Y: Second Official Language (Finnish), 2 op
 900000Y: Second Official Language (Finnish), 5 op
 900006Y: Second Official Language (Finnish), 3 op
 900009P: Second Official Language (Finnish), 2 op
 900075Y: Speech Communication, 2 op
 900050Y-10: Standards of Finnish Language use, 2 - 3 op
 900050Y-21: Support for Thesis Writing, 2 - 3 op
 900060A: Technical Communication, 2 op
 900050Y-07: Writing Course, 2 - 3 op
 900050Y-18: Written Communication (TOL), 2 op
 900050Y: Written and Oral Communication Skills, 4 - 5 op

Opintojaksosten kuvaukset

Tutkintorakenteisiin kuulumattomien opintokokonaisuuksien ja -jaksosten kuvaukset

900050Y-09: Basics of Written Communication, 2 - 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-09 Basics of Written Communication (OPEN UNI) 2.0 op

Voidaan suorittaa useasti: Kyllä

ECTS Credits:

2 - 3 credits

900007Y: Basics of Written Communication, 2 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opettajat: Outi Mikkola

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900007Y Basics of Written Communication (OPEN UNI) 2.0 op

900055Y: Communication Skills in Business and Economic Life, 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900055Y Communication Skills in Business and Economic Life (OPEN UNI) 3.0 op

900062P: Communicative Oral Skills for Production Engineering and Management, 2 op

Voimassaolo: 01.08.2008 -

Opiskelumuoto: Basic Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

900050Y-23: Creative Writing, 2 - 3 op

Voimassaolo: 01.08.2007 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-23 Creative Writing (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-12: Developing Presentation Poise, 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-12 Developing Presentation Poise (OPEN UNI) 2.0 op

ECTS Credits:

3 credits

Language of instruction:

Finnish

Learning outcomes:

The aim of the course unit is to boost the student's confidence and remove performance anxiety. Upon completion of the course unit the student should be able to recognise performance anxiety on both a general and a personal level and be able to accept it. The student should understand that anxiety is not a reason to not perform and he /she should be able to cope with it. The student should be familiar with himself/herself as a performer and his/her attitudes towards performance situations. Additionally, he/she should be able to give, receive and process constructive criticism.

Contents:

Plenty of exercises related to various performance situations. Relaxation exercises, planning and preparing a scientific presentation, steps towards boosting one's confidence, methods of convincing communication, illustrative communication, non-verbal communication, interaction skills, sharing of a performance situation through reflection and feedback.

Mode of delivery:

Contact teaching and self-study

Learning activities and teaching methods:

Contact teaching approximately 40 h and self-study 48 h

Target group:

The course unit is intended for students who suffer from performance anxiety and are afraid of performing and speaking in public

Prerequisites and co-requisites:

none

Recommended optional programme components:

none

Recommended or required reading:

There will be material subject to a charge provided by the teacher.

Assessment methods and criteria:

Active participation in contact teaching, independent study and completion of given assignments.

Grading:

pass / fail

Person responsible:

Oikarainen, Kaija

Working life cooperation:

-

Other information:

Prior to the beginning of the course unit all students who have signed up will be sent a preliminary exercise which helps them decide if the course unit is indeed something they wish to do and based on which the teacher will choose the participants in cases where the teaching group would otherwise be too large.

900050Y-22: Educational Communication, 2 - 3 op**Voimassaolo:** 01.08.2007 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Partial credit**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**ECTS Credits:**

2 - 3 credits

900050Y-08: Intra-Group Communication, 2 - 3 op**Voimassaolo:** 01.08.1995 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Partial credit**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**Leikkaavuudet:**

ay900050Y-08 Intra-Group Communication (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-24: Journalistic Writing, 2 - 3 op**Voimassaolo:** 01.08.2007 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Partial credit**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**Leikkaavuudet:**

ay900050Y-24 Journalistic Writing (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-25: Net Writing, 2 - 3 op**Voimassaolo:** 01.08.2007 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900085Y Network Communication (OPEN UNI) 5.0 op

ay900050Y-25 Net Writing (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-17: Oral Communication, 2 - 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-17 Oral Communication (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-26: Oral Communication (TOL), 2 op

Voimassaolo: 01.08.2007 - 31.07.2019

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

900077Y: Oral and Written Communication, 2 op

Voimassaolo: 01.08.2011 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Proficiency level:

native language

Status:

This course is compulsory for all students undertaking a BA degree in Intercultural Teacher Education who have Finnish as their native language.

Students who don't speak Finnish as their native language will get more information on alternatives for completing the course from Gordon Roberts.

Required proficiency level:

-

ECTS Credits:

2 ECTS

Language of instruction:

Finnish

Timing:

1st year of studies

Learning outcomes:

Upon completion of the course the student should be able

- to recognise the conventions and distinctive features of scientific communication,
- to prepare a verbally and stylistically fluent scientific presentation,
- to assess and revise his/her own texts and
- to recognise his/her strengths and weak points as a communicator.

Contents:

Practises and distinctive features of scientific communication, writing as a process, critical and analytical reading strategies, style and language of science, basics of speech communication, observation and analysis of speech communication situations.

Mode of delivery:

Contact teaching

Learning activities and teaching methods:

Contact teaching 16 h, independent work 34 h

Target group:

students undertaking a BA degree in Intercultural Teacher Education who have Finnish as their native language

Prerequisites and co-requisites:

-

Recommended optional programme components:

-

Recommended or required reading:

study material subject to a small fee will be delivered by teacher

Assessment methods and criteria:

Participating the contact teaching, independent study and completion of given assignments.

Grading:

pass / fail

Person responsible:

Sarajärvi Niina

Working life cooperation:

none

Other information:

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900050Y-11: Presentations Skills, 2 - 3 op**Voimassaolo:** 01.08.1995 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Partial credit**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**Leikkaavuudet:**

ay900050Y-11 Presentations Skills (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

Language of instruction:

Finnish

Learning outcomes:

Upon completion of the course the student should be able to interactively participate in various performance situations and perform as an expert in scientific and professional situations. The student should be able to analyse and assess the strengths and weaknesses of his/her presentation skills. He/she should be able to apply what he

/she has learned when planning for future performance situations. He/she should be able to give, receive and process constructive criticism.

Contents:

The course unit focuses mainly on performance situations involving one performer. Topics covered by the course unit include communicator image and its significance, performance techniques, allocation of attention, argumentation, planning and preparing a presentation, upholding the audience's interest, creating and upholding an interactive relationship between the performer and the audience, use of one's voice and non-verbal communication.

Learning activities and teaching methods:

26 hours of contact teaching and 28 - 55 hours of independent work

Recommended or required reading:

Teacher will provide material subject to a charge.

Assessment methods and criteria:

Active participation in contact teaching, independent study and completion of given assignments.

Grading:

pass / fail

Person responsible:

Sarajärvi Niina

Other information:

Student is able to choose the scope of the course, 2 or 3 credits.

900056A: Research Communication in Economics, 2 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Intermediate Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

900083A Research Communication in Economics 2.0 op

900050Y-14: Science Popularisation, 2 - 5 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

ECTS Credits:

2 - 3 credits

900050Y-04: Scientific Communication, 4 - 5 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

900050Y-27: Scientific Communication (TOL), 4 op**Voimassaolo:** 01.08.2007 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Partial credit**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**900070Y: Scientific Communication I, 2 op****Voimassaolo:** 01.08.2011 -**Opiskelumuoto:** Language and Communication Studies**Laji:** Course**Vastuuyksikkö:** Language Centre**Arvostelu:** 1 - 5, pass, fail**Opintokohteen kielet:** Finnish**Leikkaavuudet:**

ay900070Y Scientific Communication I (OPEN UNI) 2.0 op

Status:

This course unit is compulsory for all students undertaking a BA degree in Education, Subject Teacher Education, Primary Teacher Education, Technology Oriented Primary Teacher Education, Creative Arts Oriented Primary Teacher Education and Music Education.

Required proficiency level:

-

ECTS Credits:

2 credits

Language of instruction:

Finnish

Timing:

1st year of studies

Learning outcomes:

Upon completion of the course unit the student should be able to prepare a verbally and stylistically fluent scientific presentation. The student should be able to assess and revise his/her own texts and apply the conventions and practices of scientific writing to his/her own work, especially to his/her scientific theses or dissertations. The student should be able to recognise his/her strengths and weak points as a communicator.

Contents:

The basics and various types of scientific communication. The basic notions of grammatical correctness and the stylistic and formal conventions demanded by proper scientific discourse. Critical approach to source literature and the most common formal standards (referencing techniques, constructing bibliographies etc.). Throughout the course unit the student analyses and produces texts of various types.

Mode of delivery:

See Learning activities and teaching methods

Learning activities and teaching methods:

Contact lessons and group work 16 h. Independent study ca. 34 h.

Target group:

See Status

Prerequisites and co-requisites:

-

Recommended optional programme components:

-

Recommended or required reading:

Kemppainen, T. & Latomaa, T. (2002). Ensi askelia tieteen tiellä. Also available on the Internet.

Assessment methods and criteria:

Active participation in teaching, independent study and completion of given assignments.

Grading:

pass / fail

Working life cooperation:

-

900071Y: Scientific Communication II, 2 op

Voimassaolo: 01.08.2011 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900071Y Scientific Communication II (OPEN UNI) 2.0 op

Status:

This course unit is compulsory for all students undertaking a Master's degree in Subject Teacher Education, Primary Teacher Education, Technology Oriented Teacher Education, Creative Arts Oriented Teacher Education and Music Education. If a student of Education has included a Speech Communication course unit in his/her Bachelor's Degree, he/she must include this course unit in his/her Master's Degree.

ECTS Credits:

2 credits

Language of instruction:

Finnish

Timing:

4th year of studies

Learning outcomes:

Upon completion of the course unit the student should have a more in-depth understanding of scientific communication, especially scientific writing. He/she should be able to produce scientific text fitting for an MA thesis. The student should also be able to analyse and interpret the special field-specific conventions of scientific writing.

Contents:

The distinctive features of an MA thesis as a form of scientific communication. Writing as a process. Analysis of texts written for various scientific purposes. Popularised scientific discourse.

Mode of delivery:

See Learning activities and teaching methods

Learning activities and teaching methods:

Contact lessons and independent group work 16 h. Independent study ca. 34 h.

Target group:

See Status

Prerequisites and co-requisites:

-

Recommended optional programme components:

-

Recommended or required reading:

To be agreed at the beginning of the course.

Assessment methods and criteria:

Active participation in teaching, independent study and completion of given assignments.

Grading:

pass / fail

900061A: Scientific Communication for Production Engineering and Management, 2 op

Voimassaolo: 01.08.2008 -

Opiskelumuoto: Intermediate Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

900009Y: Second Official Language (Finnish), 4 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

900002Y: Second Official Language (Finnish), 2 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

900003Y: Second Official Language (Finnish), 2 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

900000Y: Second Official Language (Finnish), 5 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

Proficiency level:

B1/B2/C2

Status:

This course unit is compulsory to students who received their schooling in Swedish.

The language proficiency provided by the course unit is equivalent to the language proficiency required of a state official with an academic degree working in a bilingual municipality area (Act 424/03 and Decree 481/03).

Required proficiency level:

Successful completion of the A-syllabus in Finnish (A-finska) during secondary education or equivalent knowledge.

ECTS Credits:

5 ECTS credits

Language of instruction:

Finnish

Timing:

2nd year of studies

Learning outcomes:

Upon completion of the course unit the student should have attained the required proficiency level in Finnish to be able to function in his/her studies and professional work tasks. The student should be able to manage in various oral communication situations, read literature from his/her academic field and write fluent texts about his/her special field. The student should also be able to understand standard spoken Finnish as well as Finnish of his/her own special field. The language proficiency provided by the course unit is equivalent to the language proficiency required of a state official with an academic degree working in a bilingual municipality area (Act 424/03 and Decree 481/03).

Contents:

Taking the course unit exam and participating in the teaching, if necessary.

Mode of delivery:

See below

Learning activities and teaching methods:

The course unit exam consists of a written section (4 hours) and an oral section (1 hour). 60 hours of contact teaching is arranged for students who fail the exam. Active and regular participation in the teaching is required.

Target group:

Students in the Faculty of Humanities who received their schooling in Swedish.

Prerequisites and co-requisites:

See Required Proficiency Level

Recommended optional programme components:

-

Recommended or required reading:

To be agreed upon with the teacher.

Assessment methods and criteria:

This course unit is usually completed by taking the course unit exam held by the Language Centre. The exam tests the student's Finnish language skills: written and oral text production, reading and listening comprehension and special field-specific language skills. Students who fail the exam may attend Finnish language teaching, after which they must retake and pass the exam.

Grading:

Separate grades are given for written and oral language skills: the possible passing grades are satisfactory skills and good skills. Satisfactory skills equal B1 proficiency and good skills equal B2 proficiency or higher in the Common European Framework of Reference for Languages (CEFR).

Person responsible:

Koskela Anne

Working life cooperation:

none

Other information:

The written exam is held during the autumn semester. Students sign up for the exam in WebOodi. The date of the oral exam is agreed upon separately. Students must bring a copy of their matriculation examination certificate with them when they come to the exam. If they have completed the Central Government's language proficiency exam, they must bring a copy of that certificate with them as well.

900006Y: Second Official Language (Finnish), 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

900009P: Second Official Language (Finnish), 2 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Basic Studies

Laji: Course

Vastuuyksikkö: Language Centre

Opintokohteen kielet: Finnish

900075Y: Speech Communication, 2 op

Voimassaolo: 01.08.2011 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900075Y Speech Communication (OPEN UNI) 2.0 op

Status:

This course unit is compulsory for all students undertaking a BA degree in Subject Teacher Education, Primary Teacher Education, Technology Oriented Teacher Education, Creative Arts Oriented Teacher Education and Music Education. If a student of Education has included this course unit in his/her Bachelor's Degree, he/she must include 900071Y Scientific Communication II in his/her Master's Degree.

ECTS Credits:

2 credits

Language of instruction:

Finnish

Timing:

1st or 2nd year of studies according to the curriculum of the education programme.

Learning outcomes:

Upon completion of the course unit the student should be able to prepare and give an illustrative and understandable oral presentation on a topic relating to his/her own field in a way that suits the audience and the situation. The student should be able to function purposefully in various situations where he/she is working by himself/herself or as a part of a group. He/she should be able to participate in scientific discourse with sound argumentation and analytical listening. He/she should be able to give, receive and process constructive criticism. The student should be able to critically evaluate his/her own oral communication skills and understand the significance of oral communication in university studies, scientific activity and as a part of professional interaction and communication.

Contents:

Presentation exercises, group work, communicator image and its significance, the speech communication situation and speech communication skills, structure of a speech, preparing a speech, goals and distinctive features of scientific interaction, communicating as an expert in scientific and professional contexts, discussion, negotiation and meeting procedures and practices, observation and analysis of speech communication situations.

Mode of delivery:

See Learning activities and teaching methods

Learning activities and teaching methods:

Contact teaching 20 h and independent study ca. 30 h.

Target group:

See Status

Recommended or required reading:

Material subject to a charge delivered by teacher.

Assessment methods and criteria:

Active participation in teaching, independent study and completion of given assignments.

Grading:

pass / fail

900050Y-10: Standards of Finnish Language use, 2 - 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-10 Standards of Finnish Language use (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900050Y-21: Support for Thesis Writing, 2 - 3 op

Voimassaolo: 01.08.2007 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-21 Support for Thesis Writing (OPEN UNI) 2.0 op

ECTS Credits:

2 - 3 credits

900060A: Technical Communication, 2 op

Voimassaolo: 01.08.2005 - 31.07.2021

Opiskelumuoto: Intermediate Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900060A Technical Communication (OPEN UNI) 2.0 op

470218P Written and Oral Communication 3.0 op

Status:

This course unit is compulsory for students of Electrical Engineering, Computer Science, Communications Technologies and Engineering Mechanical Engineering, Process and Environmental Engineering.

Required proficiency level:

-

ECTS Credits:

2 credits

Language of instruction:

Finnish

Timing:

Electrical Engineering, Computer Science and Engineering and Communications Technologies: 2nd year spring term and 3rd year autumn term.

Mechanical Engineering: 3rd year.

Process and Environmental Engineering: 2nd year spring term and 3rd year autumn term.

Learning outcomes:

Upon completion of the course unit the student should be familiar with the central principles of work and study-related communication, both oral and written, and be able to apply this knowledge in his/her own communication. The student should be able to prepare and give an illustrative and understandable oral presentation on a topic related to his/her own field in a way that suits the audience and the situation. The student should also be able to seek information and report on his/her findings in writing. The student should be able to analyse and assess his

/her own writing and the writing of his/her peers. He/she should be able to act in group communication situations in a target-oriented manner. The student should also be able to give and receive constructive criticism.

Contents:

Professional communication skills: team writing, the process of writing and its different stages, distinctive features of formal scientific and professional texts, oral communication, preparing an illustrative presentation, methods of convincing one's audience, giving and receiving constructive criticism, the features of a functioning team, the group process and the roles of team members, negotiations and meeting practices.

Mode of delivery:

See Learning activities and teaching methods

Learning activities and teaching methods:

Contact hours ca. 14 h and independent group work or self-study ca. 40 h.

Target group:

See Statu and Timing

Recommended optional programme components:

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Recommended or required reading:

Kauppinen, Anneli & Nummi, Jyrki & Savola, Tea: Tekniikan viestintä: kirjoittamisen ja puhumisen käsikirja (EDITA); Nykänen, Olli: Toimivaa tekstiä: Opas tekniikasta kirjoittaville (TEK) and material in Optima study environment.

Assessment methods and criteria:

Active participation in contact teaching, independent study and completion of given assignments.

Grading:

Pass / fail

Person responsible:

Oikarainen Kaija

Working life cooperation:

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Other information:

All students are required to attend the first meeting of the course unit so the work groups can be formed and work started in a timely and efficient manner. When signing up for the course unit, you should keep in mind that completing it requires a responsible attitude and a strong commitment to the work because the teamwork-based exercises rely heavily on the participation and activity of the students.

If the student is involved in the University's student associations or functions in a position of trust in university government, student union administration or Oulun Teekkariyhdistys ry (or in its subordinate guilds), he/she may be relieved of some of the group communication exercises. These compensatory actions must always be agreed upon separately with the course unit's teacher. The student must present an official statement from a person in charge of the governing body or association, which details the student's tasks and involvement with that body or association. Participation that took place over five years ago does not entitle the student to any compensation.

900050Y-07: Writing Course, 2 - 3 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y-07 Writing Course (OPEN UNI) 2.0 op

ECTS Credits:

2 -3 credits

Learning outcomes:

Kurssilla käytetään prosessikirjoitusmenetelmää, eli tukea, neuvoja ja palautetta annetaan pienryhmissä, varsinkin alkuvaiheessa. Kurssin aikana kirjoitetaan erilaisia tekstejä lyhyistä kirjoitelmista hieman pidempiin esseisiin. Pääpaino on asiatyylisessä kirjoittamisessa.

900050Y-18: Written Communication (TOL), 2 op

Voimassaolo: 01.08.2005 -

Opiskelumuoto: Language and Communication Studies

Laji: Partial credit

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

900050Y: Written and Oral Communication Skills, 4 - 5 op

Voimassaolo: 01.08.1995 -

Opiskelumuoto: Language and Communication Studies

Laji: Course

Vastuuyksikkö: Language Centre

Arvostelu: 1 - 5, pass, fail

Opintokohteen kielet: Finnish

Leikkaavuudet:

ay900050Y Written and Oral Communication Skills (OPEN UNI) 4.0 op

Status:

Students in the Faculty of Humanities select their written and oral communication studies from the course units offered in the Communication Buffet in such a way that the selected course units include both written and oral studies. With most of the course units, the student has the option to choose between versions worth 2 credits or 3 credits; the student may choose to take a 3 credit written skills course and a 2 credit oral skills course - or vice versa - to form the required total amount of 5 credits. The student must discuss the additional assignments required for the 3 credit version with the teacher of the course unit in question. It is also possible to complete the communication studies with one course unit, which combines both oral and written studies and is worth 5 credits.

Students of Saami Language and Saami Culture complete the Communication Buffet course unit 900050Y-04 Scientific Communication (Tieteellinen viestintä) - 5 ECTS credits.

Students in the Master's Degree Programme in Business Communication may complete their communication studies by taking the course unit 900055Y Communication Skills in Business and Economic Life (Talouselämän viestintä)(3 ECTS credits) intended for students of Economics and one freely selectable course unit (2 ECTS credits) from the Communication Buffet.

Faculty of Science

Students of Information Processing Science complete the course unit in teaching groups reserved for them by **either** taking the course unit 900050-27 Scientific Communication (TOL) (Tieteellinen viestintä [TOL]) - 4 ECTS credits (Option A) **OR** the course units 900050Y-18 Written Communication 1 (TOL) (Kirjoitusviestintä [TOL]) - 2 ECTS credits and 900050Y-26 Oral Communication (TOL) (Puheviestintä [TOL]) - 2 ECTS credits (Option B).