



LS1564 Written communication in Swedish at work for you who have Swedish as a second language 3.0 credits

Skriftlig kommunikation på arbetsplatsen för dig med svenska som andraspråk

This is a translation of the Swedish, legally binding, course syllabus.

Establishment

The official course syllabus is valid from the autumn semester 20ÅÅ in accordance with the decision from the head of school: M-2022-1077. Date of decision: 17/06/2022

Grading scale

P, F

Education cycle

First cycle

Main field of study

Technology and Learning

Specific prerequisites

General entry requirements only

Language of instruction

The language of instruction is specified in the course offering information in the course catalogue.

Intended learning outcomes

The course is intended to develop the student's ability to write work-related texts through an in-depth knowledge of Swedish writing rules and the structure and vocabulary of the Swedish language.

After passing the course, the student should be able to:

1. identify differences between informal and formal written communication
2. give an account of, and apply, Swedish writing rules
3. produce texts adapted to audience and purpose.

Course contents

- Theoretical lectures and practical exercises in Swedish grammar and syntax and Swedish writing rules.
- Exercises with a focus on vocabulary, phrases, and stylistic levels for formal documents, email, and other written work-related communication.

Examination

- INL1 - Assignment, 3.0 credits, grading scale: P, F

Based on recommendation from KTH's coordinator for disabilities, the examiner will decide how to adapt an examination for students with documented disability.

The examiner may apply another examination format when re-examining individual students.

If the course is discontinued, students may request to be examined during the following two academic years.

Ethical approach

- All members of a group are responsible for the group's work.
- In any assessment, every student shall honestly disclose any help received and sources used.

- In an oral assessment, every student shall be able to present and answer questions about the entire assignment and solution.