



Joint Faculties of Humanities and Theology

SVEB40, Plain Language for Professional Purposes, 7.5 credits

Klarspråk i arbetslivet, 7,5 högskolepoäng

First Cycle / Grundnivå

Details of approval

The syllabus was approved by The Pro Dean of First and Second Cycle Studies at The Joint Faculties of Humanities and Theology on 2024-06-03 (U 2024/454). The syllabus comes into effect 2024-09-01 and is valid from the spring semester 2025.

General information

The course is offered as a freestanding course and can normally be included in a general qualification for first or second-cycle studies.

Language of instruction: Swedish

Main field of study *Specialisation*

Swedish G1F, First cycle, has less than 60 credits in first-cycle course/s as entry requirements

Learning outcomes

On completion of the course, the student shall be able to

Knowledge and understanding

- describe which linguistic and textual features are characteristic for receiver-oriented public texts,
- give an account of current politico-linguistic documents relevant for plain language and writing at work,

Competence and skills

- produce receiver-oriented texts in different genres that are relevant in the public sector ,

- process own and others' texts with the aim of ensuring that they are cultivated, simple and comprehensible, in accordance with the language act,
- communicate relevant response based on principles about plain language, readability and availability to other writers,
- use relevant resources for text processing,

Judgement and approach

- evaluate and justify linguistic and textual choice in their own texts,
- critically reflect on how written work in an organisation can be planned based on research about plain language and writing at work.

Course content

The course gives an introduction to plain language based on the eleventh section of the Language Act, which requires that the language in the public sector is to be cultivated, simple and comprehensible. The students write, analyse and process texts in different genres and for different audiences and practice working constructively with response as a part of the writing process. Basic grammatical terminology is introduced. Furthermore, the course covers a theoretical perspective on how writing at work should be planned in accordance with the language act and current research.

Course design

The teaching consists of lectures, seminars and practical exercises conducted individually and in groups. The course includes 3-5 compulsory feedback sessions and two compulsory seminars. Absence from compulsory components can be compensated for with written assignments.

Assessment

The course is assessed through 3 – 5 written assignments during the course.

The examiner, in consultation with Disability Support Services, may deviate from the regular form of examination in order to provide a permanently disabled student with a form of examination equivalent to that of a student without a disability.

Grades

Grading scale includes the grades: Fail, Pass

For the grade of Pass in the course, all compulsory components must be satisfied and the grade of Pass must have been awarded on all assessed components.

Entry requirements

General entry requirements.

Further information

- The course is offered at the Centre for Languages and Literature,
- The number of credits allocated for course content that is shared in whole or in part with another course can only be credited once for a degree.

- For further details, see current registration and information material.