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SINCE

TAGS: [Report](#), [Letter](#), [Curriculum vitae](#)



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## Elements of professional written Italian (Workshop)

The holder of this badge has attended the course **Elements of professional written Italian (Workshop)** organized by the University Basilicata as part of the "Competenze trasversali in Unibas" Project.

By professional writing we mean any writing produced in function of an activity connected to a specific purpose. The letter (including the electronic one), the curriculum, the minutes, the report are works produced daily and that must also be differentiated according to the interlocutors. The various occasions determine different ways of approaching and executing the writing of a text.

Obviously, the one who writes must, first of all, be a conscious reader, that is, one must be able to identify the topics and the basic and hidden information in any writing.

This workshop aims therefore to provide "tools" for professional writing: the inner self of the text; the difference between written and spoken language; the textual coherence and the cohesion mechanisms in Italian; the use of dictionaries; reformulation from spoken to written language; planning and thematic continuity; the choice of vocabulary.

The workshop is organized to alternate explanation by the instructor and textual production by the students, as well as correction and rewriting and/or reformulation of the texts. In particular, students will be confronted with the various models which may be chosen in writing a letter, in whatever form it appears; they will also be introduced to various models of report (with all its subtypes), of curriculum vitae and of argumentative writing.

At the end of the workshop, students will be able not only to produce the required professional Italian texts, but also to face the writing with new awareness.



## Skills

The recipient of this Badge proves to have the following competences:

- Ability to read and understand any Italian written
- Ability to understand texts in professional Italian
- Ability to produce texts in professional Italian consciously

The recipient of this Badge displays the following soft skills:

- Ability to pay attention to details
- Ability to exercise critical sensibility in evaluating sources
- Ability to respect deliveries
- Ability to adapt to the required conditions
- Ability to communicate effectively and in compliance with the code of conduct

The recipient of this Badge displays an overall knowledge in:

- Different uses of writing in diversified contexts
- The linguistic and lexical uses of written Italian
- The tools useful to the writing of a professional text

## Criteria

The Badge is awarded following the attendance of the course. Furthermore, students are required to submit written texts as requested during the workshop.

During the course, students will be confronted with constant practical exercises.

The course includes four modules of 3 + 3 hours lessons:

1. Preliminaries: read / write; written / spoken; textual coherence and cohesion; use of dictionaries; planning and thematic continuity; choice of vocabulary
2. Letter
3. Curriculum vitae
4. Types of reports (to summarize and / or to observe)

Attendance is compulsory.

The overall duration of the course is 24 hours.



# Elementi d'italiano scritto professionale (Laboratorio)

## Issued by University of Basilicata

The University of Basilicata is the leading University of the Basilicata region, in the Southern part of Italy. Since 2012, according to the new University statute and rules of procedure, ex D.R. n. 88/2012, the University of Basilicata is organized through six primary structures (precisely four departments and two schools) in which the functions and the personnel of the pre-existing twelve departments and eight faculties have been re-addressed. Degree programs range from the Humanities, to architecture, archeology, education, economics and management, as well as to the STEM disciplines (hard sciences, agriculture, engineering, computer sciences). Such degree programs are effectively connected to the research, training and third mission activities developed by the primary structures. University of Basilicata counts about 7000 students, and is based in the cities of Potenza and Matera.



## Badge Numbers



-

*Endorsed  
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-

*Received  
this badge*



-

*Started this  
badge path*



-

*Added to  
favorites*

