

-----

**SYLLABUS**  
**PROGRAM OF PUBLIC MANAGEMENT AND POLICY**  
**IN ENGLISH**  
**(E-PMP)**

LEVEL OF EDUCATION: UNDERGRADUATE      TYPE OF EDUCATION: FULL TIME

**1. GENERAL INFORMATION**

- *Course title (Vietnamese):*      *Kỹ thuật soạn thảo văn bản*
- *Course title (English):*      *Technical Writing*
- *Course code:*      *EPMP1107*
- *Knowledge Group:*      *General Education*
- *Credit hours:*      *3*
- *Prerequisites:*      *None*

**2. THE DEPARTMENT IN CHARGE: Social Management**

**3. DESCRIPTION**

This course provides an intensive, practical examination of ways to write powerful, audience-driven documents related to a variety of real-world business especially in public management and policy contexts.

**4. REFERENCES**

- Lê Văn In & Nghiêm Kỳ Hồng (2013), Văn bản quản lý Nhà nước và kỹ thuật soạn thảo văn bản, NXB ĐHQG TPHCM
- Gerald William Morton (1996), Effective business writing- Principles and applications
- Handouts in each study session

**5. COURSE OBJECTIVES**

<b>Goal (Gx)</b>	<b>Description</b>	<b>PLO</b>	<b>Level</b>
[1]	[2]	[3]	[4]

G1 (Knowledge)	Be able to understand well the concepts, how to classify, the requirements and specify the basic contents and present forms of written communication in academic and business contexts.	KT1	2
G2 (Skills)	Have skills to distinguish and draft basic types of documents in business and academic fields (for example: legal regulations, operation documents, civil documents,..) both in Vietnamese and English. Hence, be aware of varieties of techniques for adapting writing skills to the demands of a highly audience-driven, context-sensitive field in the future.	KN4 KN5	4 3
G3 (The level of autonomy and responsibility)	Be responsible, co-operative, and take responsibility for the end result of the work, self learning for improvement in the work and lifelong learning.	NLTC2	4

## 6. COURSE LEARNING OUTCOME

Goal	CLO (CLOx)	Description	Level
[1]	[2]	[3]	[4]
G1 (Knowledge)	CLO1.1	Master and understand the basic concepts, classifications, and contents of academic written communication means.	2
	CLO1.2	Well understand the requirements of different types of documents in study and at work and apply that knowledge when presenting those documents.	2
	CLO1.3	Apply provisions on citation and anti-plagiarism when composing documents.	2
G2	CLO2.1	Have the skills to distinguish and compose basic types	4

(Skill)		of management documents in some special fields (for example: legal regulations, operation documents, civil documents,.. )	
	CLO2.2	Have the skills to analyze, present and write in English in order to study and work in the future.	3
G3 (Level of autonomy and responsibility)	CLO3.1	Self study for improving in study and work throughout life	4
	CLO3.2	Responsible, cooperative in studying and working	4

## 7. COURSE ASSESSMENT

Form of Evaluation	Contents	Time	CLO	Evaluation Criteria	Ratio (%)
[1]	[2]	[3]	[4]	[5]	[6]
Evaluate the learning process		From week 1 to 12	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<ul style="list-style-type: none"> <li>- Full class participation level.</li> <li>- Level of preparing at home for the next session (level of details)</li> <li>- Level of participation in answering lecturers' questions (number of times and quality of answers)</li> <li>- Level of participation in discussing with lecturer and classmate (number of times and quality of answers)</li> </ul>	10%
Mid-term	Part 1	Week	CLO1.1,	- Level of completion	20%

review	Legal nomative documents in Vietnamese regulation system	6	CLO1.2, CLO2.1, CLO3.1	of all individual tests (Time, quality along associated with level of knowledge, skills, autonomy and responsibility and course learning outcome)	
Mid-term review	Part 2: Business and academic documents	Week 10, 11, 12	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2	- Level of completion of group assignment and presentation (Time, quality associated with level of knowledge, skills, autonomy and responsibility and course learning outcome)	20%
End – of – term	Part 1 and part 2	At the end of the course	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2	- Level of completion of the final exam (Time, quality along associated with level of knowledge, skills, autonomy and responsibility and course learning outcome)	50%

\* The module uses turnitin software to assess academic integrity.

## 8. TEACHING PLAN

<b>Week/ Learning Session</b>	<b>Contents</b>	<b>CLO</b>	<b>Activities</b>	<b>Assements</b>
<b>[1]</b>	<b>[2]</b>	<b>[3]</b>	<b>[4]</b>	<b>[5]</b>

1	<p>Part 1</p> <p>Legal normative documents in Vietnamese regulation system</p> <ul style="list-style-type: none"> <li>- Concepts</li> <li>- The role of the documents</li> <li>- Function of documents in management</li> <li>- Sub- type of documents</li> <li>- Appraisal Rights of public documents</li> <li>- Small Assigment 1</li> </ul>	CLO1.1, CLO3.1	<p><b>Study at home :</b></p> <p>Read the book and do research on document system in advance.</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures: 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>	<p>Attendance (full class participation): 10%</p> <p>Individual assigment: 20%</p>
2	<p>From Week 2 to week 7, the lectures will provide students conception and types of legal document in Vietnamese regulation system such as Constitution, Decree, Resolution, Decision, Circular and Official letter. Besides, the students can be recommended forms of these documents as well as gotten accustomed to practise to write them.</p>	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<p><b>Study at home :</b></p> <p>Read documents for topic 1</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>	

	- Topic 1: Constitution and legal documents system in Vietnam - Small Assignment 2		
3	- Topic 2: Decree - Small Assignment 3	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<b>Study at home :</b> Read documents for topic 2  <b>Teaching and learning in class:</b>  Theory lectures : 3 sessions  Discussion (Workshop, discussion): 1 session
4	- Topic 3: The Resolutions - Topic 4: Decision - Small Assignment 4	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<b>Study at home :</b> Read documents for topic 3,4  <b>Teaching and learning in class:</b>  Theory lectures : 3 sessions  Discussion (Workshop, discussion): 1 session

5	<p>- Topic 5: Circular - Small Assignment 5</p>	<p>CLO1.1, CLO1.2, CLO2.1, CLO3.1</p>	<p><b>Study at home :</b> Read documents for topic 5</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>	
6	<p>- Topic 6: Official letter</p> <p>Mid-term test (60 minutes)</p>	<p>CLO1.1, CLO1.2, CLO2.1, CLO3.1</p>	<p><b>Study at home :</b> Read documents for topic 6</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>	
7	<p>Part 2: Business and Academic documents</p>	<p>CLO1.1, CLO1.2, CLO2.1,</p>	<p><b>Study at home :</b> Read documents for topic 7</p>	

	- Topic 7 : Letter and emails - Small Assignment 7	CLO3.1	<b>Teaching and learning in class:</b>  Theory lectures : 3 sessions  Discussion (Workshop, discussion): 1 session	
8	- Topic 7 : Letter and emails - Small Assignment 8	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<b>Study at home :</b> Read documents for topic 7  <b>Teaching and learning in class:</b>  Theory lectures : 3 sessions  Discussion (Workshop, discussion): 1 session	Group assignment and presentation: 20%
9	- Topic 8: CV – Resume - Small Assignment 9	CLO1.1, CLO1.2, CLO2.1, CLO3.1	<b>Study at home :</b> Read documents for topic 8  <b>Teaching and learning in class:</b>	

			<p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>
10	<p>- Topic 9: Citation and Plagiarism</p> <p>- Small Assignment 10</p>	<p>CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2</p>	<p><b>Study at home :</b> Read documents for topic 9</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop, discussion): 1 session</p>
11	<p>- Topic 10: Course Project and Bachelor thesis</p> <p>- Small Assignment 11</p> <p>- Group Presentation</p>	<p>CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2</p>	<p><b>Study at home :</b> Read documents for topic 10</p> <p><b>Teaching and learning in class:</b></p> <p>Theory lectures : 3 sessions</p> <p>Discussion (Workshop,</p>

			discussion): 1 session	
12	- Group Presentation - Revision and Q&A session	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2	<b>Study at home :</b> Review all the topics, prepare questions if any.  <b>Teaching and learning in class:</b>  Theory lecture : 1 session  Discussion (Workshop, discussion): 3 session	
	Final Exam	CLO1.1, CLO1.2, CLO1.3, CLO2.1, CLO2.2, CLO3.1, CLO3.2	<b>Teaching and learning in class:</b> Exam: 90 minutes	Exam with multiple choice and short answer question: 50%

## 9. COURSE REQUIREMENT

### 9.1. Rules of class participation

- Students are responsible for attending all classes. In case of absence from school due to force majeure reasons, there must be sufficient and reasonable proofs.

- Students are responsible for actively researching documents, proactively preparing lessons before going to class according to the instructions and requests of lecturers.

- Students who miss more than 20% of the lessons of the subject will be considered as not complete the course and have to enroll again.

- Students who submit individual and group assignments late compared with the prescribed time of the instructors will receive a score of 0 for that assignment.

- Students will be asked to answer random questions and answers during 12 sessions

- Regarding the exchange between lecturers and students: Encourage students to participate in discussions (groups and individuals), give direct feedback with teachers about the content of the module, teaching and learning methods, teaching materials and read. Lecturers also encourage students to give feedback on the form, methods and contents of the tests, and to evaluate students' learning results. Students can communicate with lecturers in class, during office hours or via email. The valuable student feedback contributes to improve the teaching and learning quality of the module

## **9.2. Rules of classroom behavior**

- The course is conducted on the principle of respect for learners and teachers. All acts that interfere with the teaching and learning process are strictly prohibited.

- Students need to actively participate in lectures in class through discussions with teachers (answer and ask questions) and group discussions, presentations

- Students must go to school on time. Students who are late more than 10 minutes after class starts will not be able to attend the class.

- Absolutely not make noise, affect others in the learning process.

- Absolutely not eat, drink, chew gum, use devices such as phones, music players during class.

- Laptops and tablets are only used for the purpose of recording lectures, calculating for lectures, exercises, absolutely not used for other purposes.

**DEAN OF FACULTY**  
**(Signed)**

*Hanoi, Date    Month    Year*  
**PRINCIPAL**  
**(Signed)**