COURSE DATA

DATA SUBJECT

Code: 35660
Name: Norms and correct usage of Spanish
Cycle: Undergraduate Studies
ECTS Credits: 6
Academic year: 2026-27

STUDY (S)

Degree	Center	Acad. year	Period
1000 - Degree in English Studies	Facultat de Filologia, Traducció i Comunicació	1	Second quarter, First quarter
1001 - Degree in Catalan Studies	Facultat de Filologia, Traducció i Comunicació	1	First quarter, Second quarter
1003 - Degree in Hispanic Studies, Spanish Language and Literature	Facultat de Filologia, Traducció i Comunicació	1	Second quarter, First quarter
1008 - Degree in Modern Languages and Literatures	Facultat de Filologia, Traducció i Comunicació	1	Second quarter, First quarter
1013 - Degree in Classical Philology	Facultat de Filologia, Traducció i Comunicació	1	Second quarter, First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
1000 - Degree in English Studies	Language	BASIC
1001 - Degree in Catalan Studies	Language	BASIC
1003 - Degree in Hispanic Studies, Spanish Language and Literature	Language	BASIC
1008 - Degree in Modern Languages and Literatures	Language	BASIC
1013 - Degree in Classical Philology	Lengua	BASIC

COORDINATION

GIMENEZ FOLQUES DAVID

SUMMARY

The course is part of the General Philological Training module and the subject *Language*.

It is conceived as a general training course, in all the above-mentioned degrees, to provide students with competencies in the knowledge and handling of the cultured norm of Spanish in all its aspects (grammatical, orthographic, orthological, etc.), so that they can reflect on the doubts and difficulties that

arise in the current use of the language and analyze the causes that promote the most frequent grammatical deviations.

The course *Norma y uso correcto del español* will focus, therefore, on the study of current Spanish, focusing mainly on the linguistic variants considered correct and the frequent deviations that occur around these forms, analyzing the possible causes that promote the use of erroneous structures in the users of the language, without losing sight of the current situation of Spanish in all its varieties and its international projection.

It will also deal with problematic issues related to oral expression and prosody of Spanish, orthology and spelling (mainly accentuation), as well as the correct use of words and the creation and development of neologisms, especially the difficulties of adaptation of foreign words and other problematic lexical aspects. Aspects related to stylistics and socially correct language will also be dealt with, as well as orthotypography guidelines for the creation of written texts and the writing of academic texts will be provided. Finally, students will be provided with information on current resources that allow the language user to deepen their knowledge of the correct uses of the Spanish language.

This subject is particularly relevant to SDG 5, and specifically contributes to "End all forms of discrimination against all women and girls everywhere", especially related to chapter 7 of the syllabus.

PREVIOUS KNOWLEDGE

RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

None.

COMPETENCES / LEARNING OUTCOMES

1000 - Degree in English Studies

Apply ICT and computer programs, either locally or through a network, in the field of English Studies.

Compare and analyse the constituents of one's own language with those of other languages.

Demonstrate, within the field of English Studies, an ethical attitude that focuses on aspects such as gender equality, equal opportunities, the values of the culture of peace and democracy and a sensitiveness regarding environmental problems and sustainability while, at the same time, knowing about and being able to appreciate linguist diversity and multiculturality.

Interrelate different areas of humanistic studies.

Know the grammar and develop communicative competences in Spanish.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work and learn autonomously, and plan and manage ones workload.

Work in a team in contexts related to English Studies and develop interpersonal relationships.

1001 - Degree in Catalan Studies

Apply information and communication technologies and computer tools to language studies.

Apply quality criteria in philological work.

Compare and analyse the constituents of one's own language with those of other languages.

Interrelate different areas of humanistic studies.

Know the grammar and develop communicative competences in Spanish.

Show ethical commitment in the field of language studies as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of language studies and develop interpersonal relations.

1003 - Degree in Hispanic Studies, Spanish Language and Literature

Apply information and communication technologies and computer tools to language studies.

Apply quality criteria in philological work.

Be able to work and learn autonomously and to plan and manage work time.

Compare and analyse the constituents of one's own language with those of other languages.

Interrelate different areas of humanistic studies.

Know the grammar and develop communicative competences in Spanish.

Show ethical commitment in the field of language studies as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of language studies and develop interpersonal relations.

1008 - Degree in Modern Languages and Literatures

Apply information and communication technologies and computer tools to modern languages and literatures.

Apply quality criteria to work in the field of modern languages and literatures.

Compare and analyse the constituents of one's own language with those of other languages.

Interrelate different areas of humanistic studies.

Know the grammar and develop communicative competences in Spanish.

Show ethical commitment in the field of modern languages and literatures as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work and learn autonomously, and plan and manage ones workload.

Work as a team in the environment of modern languages and literatures.

1013 - Degree in Classical Philology

Apply information and communication technologies and computer tools to language studies.

Apply quality criteria in philological work.

Be able to work and learn autonomously and to plan and manage work time.

Have and apply general knowledge in humanistic areas related to this field of study.

Interrelate different areas of humanistic studies.

Know the grammar and develop communicative competences in Catalan.

Know the grammar and develop communicative competences in Spanish.

Show ethical commitment in the field of language studies as regards gender equality, equal opportunities, the values of the culture of peace and democratic values and environmental and sustainability issues, and have an understanding and appreciation of linguistic diversity and multiculturalism.

Students must have acquired knowledge and understanding in a specific field of study, on the basis of general secondary education and at a level that includes mainly knowledge drawn from advanced textbooks, but also some cutting-edge knowledge in their field of study.

Students must have the ability to gather and interpret relevant data (usually in their field of study) to make judgements that take relevant social, scientific or ethical issues into consideration.

Work as a team in the environment of language studies and develop interpersonal relations.

DESCRIPTION OF CONTENTS

1. Presentation of the subject. Introduction to the use of the Virtual Classroom

1.1. Presentation of the subject.
1.2. Introduction to the use of the Virtual Classroom.
1.3. Commentary on the basic and specific bibliography.

2. Online resources, dictionaries and reference works for a better knowledge of the Spanish language

2.1. General dictionaries, dictionaries of doubts and difficulties, books and style manuals
2.2. Academic works
2.3. Online reference works

3. Issues related to the current situation of Spanish, the unity of the language and the plurality of norms

3.1. The presence of Spanish in the world. Spanish as an international language.
3.2. Brief summary of the history of Spanish.
3.3. The Spanish language and its varieties. Towards a pan-Hispanic standard.
3.4. The most outstanding diatopic phenomena.

4. Questions of spelling and orthology, with special attention to accentuation.

4.1. Introduction. Spanish accentuation.
4.2. The use of capital letters.
4.3. Punctuation marks in Spanish.
4.4. Acronyms, abbreviations and symbols.
4.5. Questions of orthology and oral language: frequent errors in pronunciation, problematic words,...

5. Grammatical issues

5.1. Correct grammatical usages
5.2. Frequent anomalous usages
5.3. Grammatical uses in the latest academic works
5.4. Other grammatical uses of interest

6. The correct use of neologisms with special attention to foreign words.

6.1. Lexical issues of interest: foreign words, latinisms.
6.2. Lexicon of use in current Spanish.
6.3. Uses of lexical substitution in proformas

7. Stylistic aspects in the writing and elaboration of academic texts and papers.

7.1. Stylistic resources in Spanish language

7.2. Non-discriminatory language
7.3. Recommendations for the writing and composition of texts in the academic environment.

These contents are reflected in the following LEARNING OUTCOMES:

1) Advanced oral and written communication skills in Spanish and knowledge of normative grammar.

2) Ability to correctly and appropriately prepare various types of oral and written texts in Spanish.

3) Ability to provide language counseling and correction in relation to Spanish.

4) Ability to convey ideas, problems, and solutions in the use of standard Spanish.

5) Develop the ability to make decisions and solve normative problems independently, based on the location of relevant bibliographic information.

6) Ability to analyze, synthesize, and critique normative issues.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	60,00
Total hours	**60,00**

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	30,00
Independent study and work	45,00
Preparation of lessons	0,00
Preparation for assessment activities	15,00
Resolution of case studies	0,00
Total hours	**90,00**

TEACHING METHODOLOGY

The teaching and learning methodology is articulated around two types of activities (face-to-face and non-face-to-face):

(a) The **face-to-face training activities** (representing 40% of the ECTS credits, 2.4 credits, 60 teaching hours). These training activities will mainly deal with the current academic regulations in force in the Spanish language (rules related to grammar, spelling, registers, etc.) and the uses that deviate from the norm, as well as issues related to pronunciation, correct oral expression and orthology; which will be the basis for the design of the exercises and practical activities.

1) Theoretical contents on each of the topics of the program, according to the specific development specified in each of them, supported by the reading by the students, prior or simultaneous to the explanations in class, of the recommended works or various texts provided.
2) Practical contents consisting of the commentary of the basic bibliography and the analysis of texts for the exemplification of the considered aspects.

b) **Non-face-to-face activities and tutorials** (representing 60% of the workload, i.e. 3.6 credits, 90 hours). This personal work may include the elaboration of individual or group work on normative issues, the resolution of activities and the preparation of the final exam. All this work involves bibliographical consultation and critical reading of texts representative of these issues, the promotion of a reflective spirit, the active involvement of the student in the process of building their knowledge of normative grammar, among others.

Some of the activities carried out during the course correspond to those approved by the SFPIE of the UV in the PIEE "LANGUAGE. Equal communication: academic writing practices in higher education" and with the PIEE DTD_iLAB: Collaborative learning through interdisciplinary projects (third phase) and the PIEE Anglicisms Lab II: Evolution and Comparison of Anglicisms in the Media through Classroom Micro-Projects.

The Virtual Classroom will be used to provide support material for classes and presentations, as well as to keep students informed of notices, instructions and announcements of interest that are published and as a forum for communication between the different members of the group (teachers and students). This platform will also be used to carry out certain activities.

Each teacher will detail the activities of his/her group at the beginning of the course, through the Virtual Classroom.

EVALUATION

In this subject the evaluation system will be based on the control of the skills that the student must acquire (theoretical knowledge and writing and proofreading skills in Spanish, from the point of view of the academic standard).

In general, the evaluation of student learning will be based on a combination of a final exam and practical activities:

(a) The type and structure of the final exam will consist of short questions. The exam will consist of a series of multiple-choice questions.
b) The type and number of practical activities will consist of the resolution of exercises on a topic or a specific question on the cultured norm, exposition and critical reflection of a normative problem, questionnaires, completion of a final paper, etc.; as well as practice in the drafting and composition of an oral or written text. These activities are related to the contents of topics 2, 3, 4, 5, 6 and 7.
The final grade will be the sum of the grades obtained throughout the course in the previous concepts, which described in percentages is as follows:

First call
60 % exam.
40 % practices:
20 % Practical activities carried out through the Virtual Classroom or in class. ACTIVITY NOT RECOVERABLE.

20 % Academic work based on the basic works of reference. RECOVERABLE ACTIVITY.

Second call
60 % exam.
40 % practicals:
If the internship has been passed, but not the exam, the internship grade obtained in the first call is kept.If the practical part has been failed, these can be recovered by applying the following percentage: 40 % Academic work based on the basic reference works.

To pass the subject as a whole, both in the first and in the second call, a 5 out of 10 (3 out of 6) must be obtained in the exam so that the practices can be counted and an average of 5 in total.

Observations:
1. Throughout the course, knowledge acquisition controls could be carried out.
2. As a means for the evaluation and for the personalized communication (in private) of the results of this, the Virtual Classroom platform will be used.

3. Spelling errors will deduct points from the assessment and may even result in a failing grade.

The general grading system will follow the regulations of the Universitat de València approved by the Consell de Govern on May 30, 2017. ACGUV 108/2017.

Intellectual honesty is vital in academic communities and for the fair assessment of students' work. All work submitted for this course must be the student's own original work. Assignments involving fraudulent collaboration will not be accepted, in accordance with the "Protocol on dealing with fraudulent practices at the University of Valencia", approved by the Governing Council on 14 July 2020. ACGUV 123/2020. The use of artificial intelligence tools shall comply with the provisions of the "Guidelines for the responsible use of artificial intelligence (AI) in teaching and assessment activities at the University of Valencia" or any regulations that may replace them.

REFERENCES

Aleza-Izquierdo, Milagros y David Giménez Folqués (coords.) (2026): *Las normas en el español actual y usos correctos*, Valencia, Tirant Humanidades (Tirant lo Blanch).

Briz, Antonio (coord.) et alii (2022): *Saber hablar*, Madrid, Debate, Penguin / Instituto Cervantes.

Giménez Folqués, David (2021): *Análisis lingüístico en la adopción y adaptación de los nuevos extranjerismos de origen europeo y amerindio en el español actual*, Valencia, Tirant lo Blanch.

Gómez Torrego, Leonardo (2006): *Hablar y escribir correctamente*, Madrid, Arco, tomo I y tomo II.

Gómez Torrego, Leonardo (2009): *Ortografía práctica del español*, Madrid, Espasa Calpe.

Instituto Cervantes (2014): *El libro del español correcto. Claves para hablar y escribir bien en español*. Barcelona, Espasa libros

Instituto Cervantes (2021): *Guía de comunicación no sexista*, Madrid, Debate.

Martínez de Sousa, José (2001.ª, 2007): *Manual de estilo de la lengua española*, Gijón, Ediciones Trea. Tercera edición MELE 3, revisada y ampliada, 2007.

Quilis Merín, Mercedes; Montañez Mesas, Marta Pilar; Albelda Marco, Marta y Andrea Carcelén Guerrero (2024): *Guía de igualdad en el lenguaje*, Unitat d'Igualtat, Publicacions de la Universitat de València, DOI: http://doi.org/10.7203/PUV-OA-672-3

Real Academia Española (2014): *Diccionario de la lengua española*, Madrid, Espasa (23.ª ed.).

Real Academia Española y Asociación de Academias de la Lengua Española (2010): *Ortografía de la lengua española*, Madrid, Espasa Calpe.

Real Academia Española y Asociación de Academias de la Lengua Española (2014): *El buen uso del español*, Barcelona, Espasa libros.

Real Academia Española y Asociación de Academias de la Lengua Española (2018): *Libro de estilo de la lengua española*, Madrid, Espasa.

Real Academia Española y Asociación de Academias de la Lengua Española (2019): *Glosario de términos gramaticales*, Madrid, Ediciones Universidad de Salamanca. Disponible en línea: https://www.rae.es/gtg/

Real Academia Española y Asociación de Academias de la Lengua Española (2025*a*): *Diccionario panhispánico de dudas. Edición ampliada y actualizada*, Madrid, Taurus.

Real Academia Española y Asociación de Academias de la Lengua Española (2025*b*): *Nueva gramática de la lengua española (edición revisada y ampliada)*, Barcelona, Planeta.