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# *Language & Style*

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Websites of the UOC  
Language Service

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Universitat Oberta  
de Catalunya

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UOC

# Three sister sites, one for each language

The image displays three overlapping screenshots of the UOC Language & Style website, illustrating its multilingual nature. The top-most screenshot is in Spanish, the middle one in Catalan, and the bottom one in English. Each version provides specific guidelines for the UOC's working languages: English, Catalan, and Spanish. The English version includes a 'Library & Language Service resources guide' and a 'Practical Guide to English Usage'. The Catalan version features a 'Cercador de nomenclatura' (nomenclature search) and 'Gramàtica essencial de la llengua catalana (IEC)'. The Spanish version includes 'Convenções formales' and 'Nomenclatura pròpia de la UOC'. All versions mention the 'Servicio Lingüístico' and its role in providing linguistic and stylistic consistency.

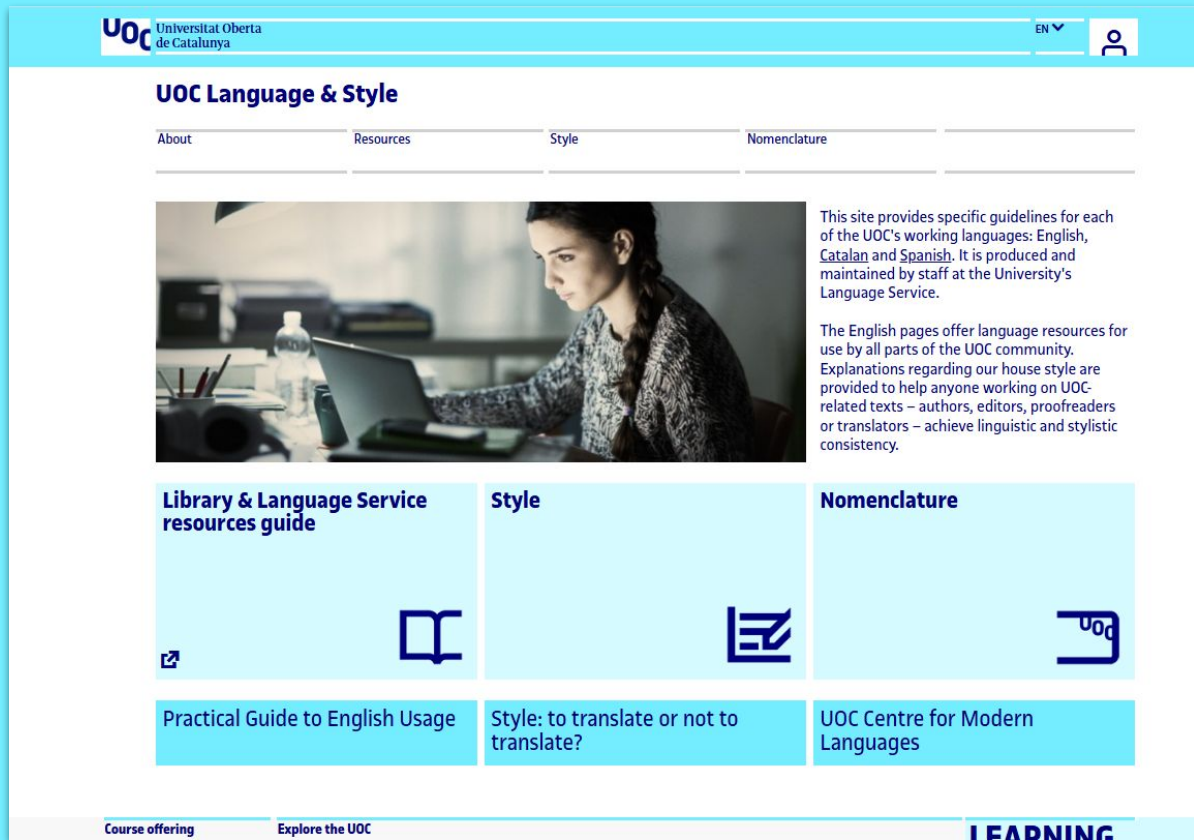
Language	Key Features
Spanish	El Servicio Lingüístico, Criterios lingüísticos, Comunicación eficaz y redacción, Convenciones formales, Nomenclatura propia de la UOC.
Catalan	El Servei Lingüístic, Criteris lingüístics, Comunicació eficaç i redacció, Convencions formals, Nomenclatura pròpia de la UOC.
English	Library & Language Service resources guide, Style, Nomenclature, Practical Guide to English Usage, Style: to translate or not to translate?, UOC Centre for Modern Languages.

# English

## Guidance for writing in English

 **Resources**

 **Style**



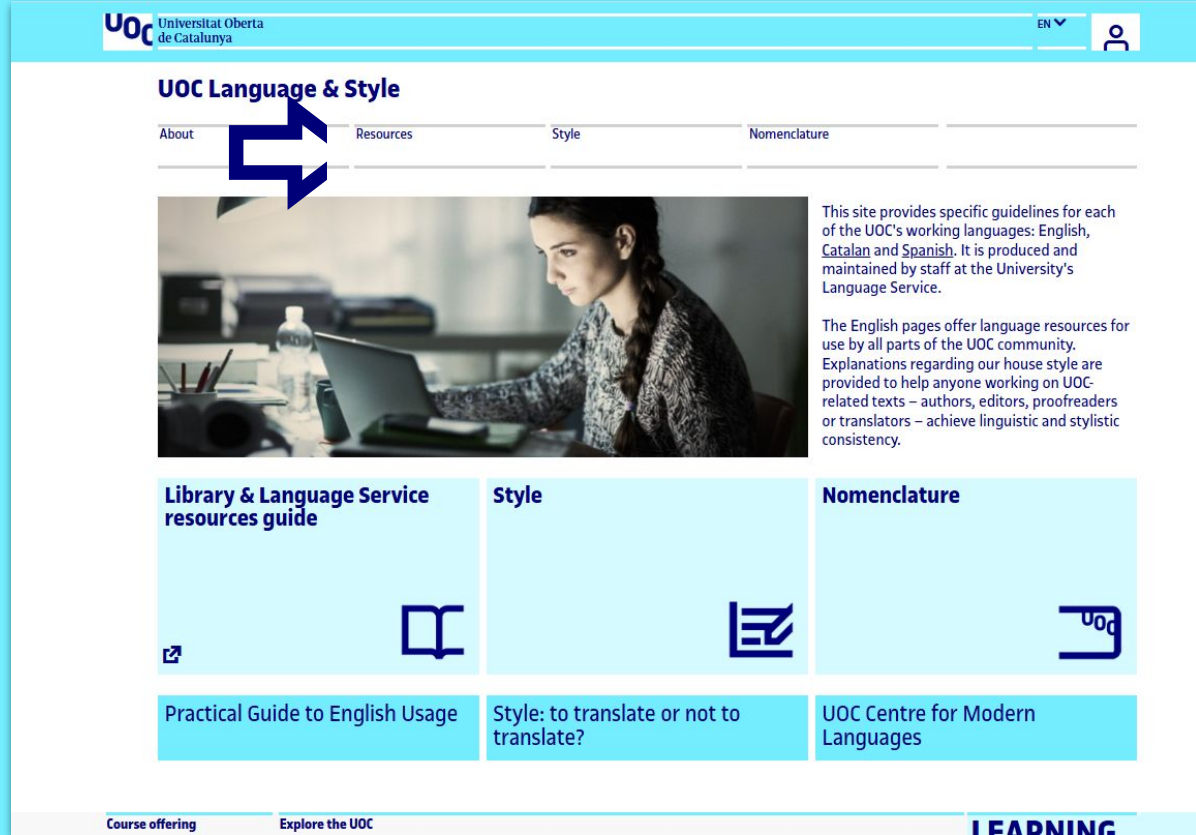
The screenshot shows the UOC Language & Style website. At the top left is the UOC logo and the text "Universitat Oberta de Catalunya". At the top right are the language selector "EN" and a user profile icon. Below the header is a navigation bar with "About", "Resources", "Style", and "Nomenclature". The main content area features a large image of a woman working on a laptop. To the right of the image is a text block: "This site provides specific guidelines for each of the UOC's working languages: English, Catalan and Spanish. It is produced and maintained by staff at the University's Language Service." Below this is another text block: "The English pages offer language resources for use by all parts of the UOC community. Explanations regarding our house style are provided to help anyone working on UOC-related texts – authors, editors, proofreaders or translators – achieve linguistic and stylistic consistency." Below the image and text are three light blue boxes. The first box is titled "Library & Language Service resources guide" and contains an icon of an open book and a small external link icon. The second box is titled "Style" and contains an icon of a document with a pencil. The third box is titled "Nomenclature" and contains the UOC logo. Below these boxes are three light blue buttons: "Practical Guide to English Usage", "Style: to translate or not to translate?", and "UOC Centre for Modern Languages". At the bottom of the page is a footer with "Course offering", "Explore the UOC", and "LEARNING".

# English

## Resources

Curated resources  
open to the UOC  
community

Click on the image and  
explore them...




UOC Universitat Oberta de Catalunya

EN




## UOC Language & Style

About Resources Style Nomenclature



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<b>Library &amp; Language Service resources guide</b>  <a href="#">Practical Guide to English Usage</a>	<b>Style</b>  <a href="#">Style: to translate or not to translate?</a>	<b>Nomenclature</b>  <a href="#">UOC Centre for Modern Languages</a>
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Course offering Explore the UOC

LEARNING

# English



## Practical advice and solutions for salient doubts

Click the image and learn more...



### UOC Language & Style

About

Resources

Style

Nomenclature



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Library & Language Service resources guide



Practical Guide to English Usage

Style



Style: to translate or not to translate?

Nomenclature



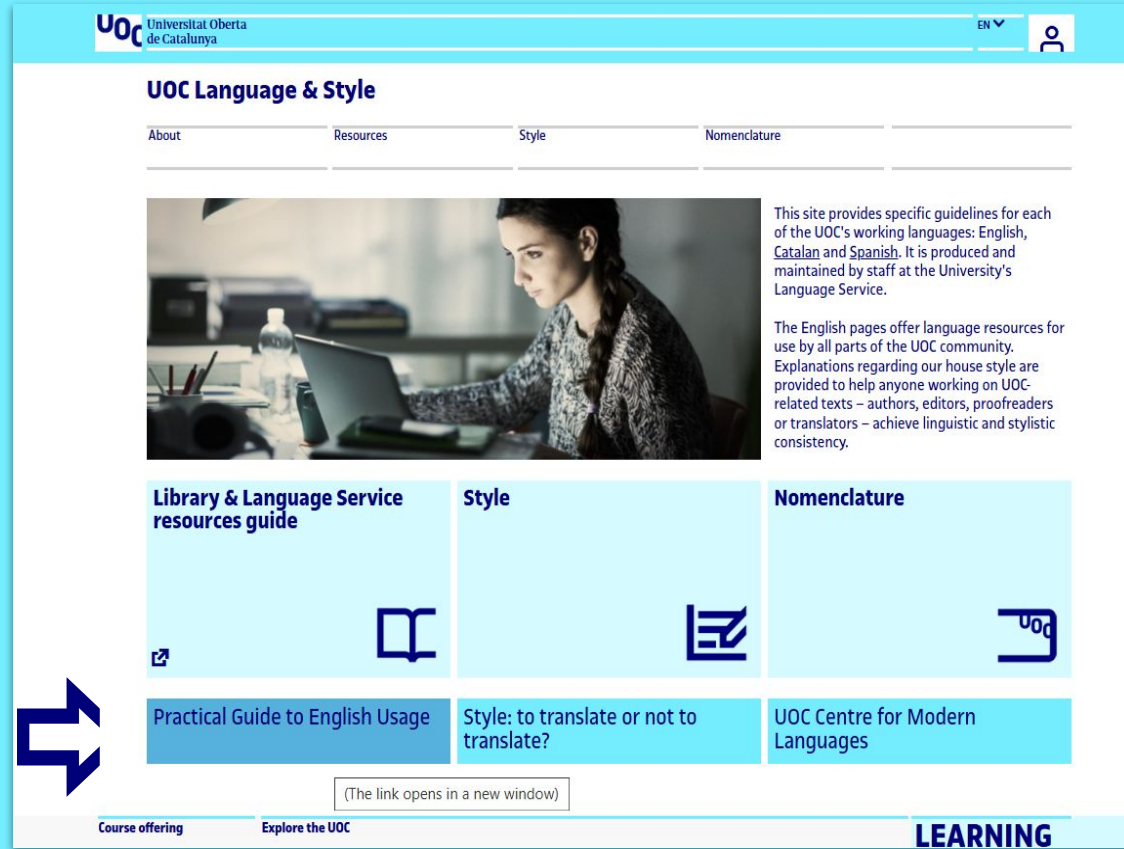
UOC Centre for Modern Languages

# English

## *Practical Guide*

- + Spelling, morphology and syntax
- + Comparisons between English and Catalan grammar

Click on the image, take a look and download the PDF




UOC Universitat Oberta de Catalunya

EN




## UOC Language & Style

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(The link opens in a new window)

Course offering Explore the UOC **LEARNING**

# Challenges



How much is a billion?

- a) 1,000,000
- b) 1,000,000,000
- c) 1,000,000,000,000

Where's the answer in UOC Language & Style?

(Solution)



Should you translate the names of books or journals?  
Yes or no?

Where's the answer in UOC Language & Style?

(Solution)




How would you say *els Estudis d'Arts i Humanitats* in English?

Where's the answer in UOC Language & Style?

(Solution)

# Catalan


 **Grammar, spelling and word choice**

Click the image to check out our *Críteris lingüístics*

UOC Universitat Oberta de Catalunya CA





## Llengua i estil de la UOC

El Servei Lingüístic    Críteris lingüístics    Comunicació eficaç i redacció    Convencions formals    Nomenclatura pròpia de la UOC



Aquest web ofereix **recursos i críteris de llengua i d'edició**, amb continguts específics per a català, espanyol i anglès que s'han anat elaborant des que es va crear el Servei el 1995.

Esperem que sigui útil a tota la comunitat universitària (estudiantat, professorat i personal de gestió) i als qui vulguin millorar les seves comunicacions orals i escrites.

<b>Críteris lingüístics</b> 	<b>Comunicació eficaç i redacció</b> 	<b>Convencions formals</b> 	<b>Nomenclatura pròpia de la UOC</b> 
Recursos lingüístics	Marc lingüístic de la UOC	Cercador de nomenclatura	
Ús no sexista de la llengua	Centre d'Idiomes Moderns		
Ortografia de la llengua catalana (IEC)		Gramàtica essencial de la llengua catalana (IEC)	

Estudia a la UOC    Explora la UOC    @UOCllengua



# Catalan

✓ **Grammar, spelling and word choice**


✓ **Writing and effective communication**

Go to *Comunicació eficaç i redacció* for writing tips on topics such as gender-inclusiveness

UOC Universitat Oberta de Catalunya CA





## Llengua i estil de la UOC

El Servei Lingüístic    Criteris lingüístics    Comunicació eficaç i redacció    Convencions formals    Nomenclatura pròpia de la UOC



Aquest web ofereix **recursos i criteris de llengua i d'edició**, amb continguts específics per a català, [espanyol](#) i [anglès](#) que s'han anat elaborant des que es va crear el Servei el 1995.

Esperem que sigui útil a tota la comunitat universitària (estudiantat, professorat i personal de gestió) i als qui vulguin millorar les seves comunicacions orals i escrites.

<b>Criteris lingüístics</b>	<b>Comunicació eficaç i redacció</b>	<b>Convencions formals</b>	<b>Nomenclatura pròpia de la UOC</b>
			
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html [Estudia a la UOC](#) [Explora la UOC](#) @UOClengua

# Catalan

- ✓ **Grammar, spelling and word choice**
- ✓ **Writing and effective communication**
- ✓ **Style conventions**

Click the image to explore *Convencions formals*

The screenshot shows the website 'Llengua i estil de la UOC' with a navigation bar containing 'El Servei Lingüístic', 'Criteris lingüístics', 'Comunicació eficaç i redacció', 'Convencions formals', and 'Nomenclatura pròpia de la UOC'. A main image shows a woman working on a laptop. To the right of the image is a text block: 'Aquest web ofereix recursos i criteris de llengua i d'edició, amb continguts específics per a català, espanyol i anglès que s'han anat elaborant des que es va crear el Servei el 1995. Esperem que sigui útil a tota la comunitat universitària (estudiantat, professorat i personal de gestió) i als qui vulguin millorar les seves comunicacions orals i escrites.' Below the image are four buttons: 'Criteris lingüístics' (with a double arrow icon), 'Comunicació eficaç i redacció' (with a pencil icon), 'Convencions formals' (with a speech bubble icon), and 'Nomenclatura pròpia de la UOC' (with the UOC logo icon). At the bottom, there are several links: 'Recursos lingüístics', 'Marc lingüístic de la UOC', 'Cercador de nomenclatura', 'Ús no sexista de la llengua', 'Centre d'Idiomes Moderns', 'Ortografia de la llengua catalana (IEC)', and 'Gramàtica essencial de la llengua catalana (IEC)'. The footer contains 'UOC Universitat Oberta de Catalunya', 'Explora la UOC', and '@UOCllengua'.

# Challenges



Do you need an accent on the verb *dona/dóna*:  
'*ell dona les notes*' or  
'*ell dóna les notes*'?

Where's the answer in  
UOC Language &  
Style?

(Solution)



How can you rewrite  
'*Els professors  
lliuraran el material  
demà*' to make it more  
gender-inclusive?

Where's the answer in  
UOC Language &  
Style?

(Solution)



Is '*Degut a la  
crisi sanitària...*'  
or '*A causa de la  
crisi sanitària...*'  
correct?

Where's the answer  
in UOC Language &  
Style?

(Solution)

# Spanish

Four sections parallel to those in the Catalan site

☑ *Criterios lingüísticos*

☑ *Comunicación eficaz y redacción*

☑ *Convenciones formales*

☑ *Nomenclatura*

UOC Universitat Oberta de Catalunya

ES

## Lengua y estilo de la UOC

El Servicio Lingüístico   Criterios lingüísticos   Comunicación eficaz y redacción   Convenciones formales   Nomenclatura propia de la UOC



Este web ofrece **recursos y criterios de lengua y de edición**, con contenidos específicos para español, catalán e inglés que se han ido elaborando desde que se creó el Servicio Lingüístico en 1995.

Esperamos que sea útil a toda la comunidad universitaria (estudiantado, profesorado y personal de gestión) y a quienes deseen mejorar sus comunicaciones orales y escritas.

<b>Criterios lingüísticos</b>	<b>Comunicación eficaz y redacción</b>	<b>Convenciones formales</b>	<b>Nomenclatura propia de la UOC</b>
			
Buscador de nomenclatura	Recursos lingüísticos	Centro de Idiomas Modernos	Uso no sexista de la lengua

Estudia en la UOC   Explora la UOC   FORMAR

# Challenges



Should you write *posgrado*, *posguerra* and *posedición*, or *postgrado*, *postguerra* and *postedición*?

Where's the answer in UOC Language & Style?



Should we say *este agua* or *esta agua*?  
*Poco hambre* or *poca hambre*?

Where's the answer in UOC Language & Style?




What alternatives are there to words borrowed from English? How can you say *lifelong learning* or *webinar* in Spanish?

Where's the answer in UOC Language & Style?


See the next slide for the solutions...

# Challenges + solutions

 Should you write *posgrado*, *posguerra* and *posedición*, or *postgrado*, *postguerra* and *postedición*?


Where's the answer in UOC Language & Style?

(Solution)

 Should we say *este agua* or *esta agua*?  
*Poco hambre* or *poca hambre*?

Where's the answer in UOC Language & Style?

(Solution)

 What alternatives are there to words borrowed from English? How can you say *lifelong learning* or *webinar* in Spanish?

Where's the answer in UOC Language & Style?

(Solution)

## Go to the next level?



To continue testing your knowledge of our three working languages, try these extra challenges.

Here are the answers.

# Our team

## Catalan and Spanish

- Jordi Gavaldà
- Xavier Marzal
- Alba Pérez

## English

- Thomas Bell
- David Cullen

## Director


- Pilar Murtra

UOC Universitat Oberta de Catalunya

EN




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About Resources Style Nomenclature



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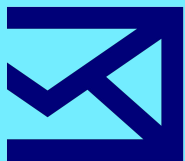
<b>Library &amp; Language Service resources guide</b> 	<b>Style</b> 	<b>Nomenclature</b> 
Practical Guide to English Usage	Style: to translate or not to translate?	UOC Centre for Modern Languages



Thanks!



[@UOCllengua](https://twitter.com/UOCllengua)



[serveiling@uoc.edu](mailto:serveiling@uoc.edu)

The screenshot shows the 'UOC Language & Style' website. At the top, the UOC logo and 'Universitat Oberta de Catalunya' are visible, along with a language dropdown set to 'EN' and a user profile icon. The main heading is 'UOC Language & Style'. Below it is a navigation menu with 'About', 'Resources', 'Style', and 'Nomenclature'. A central image shows a woman working on a laptop. To the right of the image is a text block: 'This site provides specific guidelines for each of the UOC's working languages: English, Catalan and Spanish. It is produced and maintained by staff at the University's Language Service.' Below this is another text block: 'The English pages offer language resources for use by all parts of the UOC community. Explanations regarding our house style are provided to help anyone working on UOC-related texts – authors, editors, proofreaders or translators – achieve linguistic and stylistic consistency.' At the bottom, there are three light blue boxes: 'Library & Language Service resources guide' with a book icon and an external link icon; 'Style' with a checklist icon; and 'Nomenclature' with a UOC logo icon. Below these boxes are three dark blue boxes: 'Practical Guide to English Usage', 'Style: to translate or not to translate?', and 'UOC Centre for Modern Languages'.