

Academic Writing



1. Course Description

This course will provide key techniques, guidelines and suggestions to improve learning academic written communication. It will give hands-on experience in brainstorming, organising and planning to generate ideas, as well as drafting, revising, editing and proofreading written work. The course also equips students to access academic texts more effectively whereby they can produce written academic English which is proficient enough to demonstrate their learning and their understanding.

2. Learning Outcomes

1. Students will be able to write clear, grammatically accurate and well-organized academic English.
2. Students will be able to recognize and correct basic grammatical errors, specifically errors of subject/verb agreement, verb tense, pronoun agreement, usage of prepositions and articles

3. Course Duration: 30 hours

4. Course Outline

No.	Topic	Lesson
1.	Introduction	<ul style="list-style-type: none">• Revision of common errors: prepositions, tenses, conditional sentences and academic vocabulary.• Grammatical cohesion: reference words such as pronouns and conjunctions. Embedded questions.
2.	Academic format	<ul style="list-style-type: none">• Academic writing skills: expository, descriptive, narrative, argumentative / persuasive.• Understanding how to avoid plagiarism
3.	Planning the writing	<ul style="list-style-type: none">• Generating ideas and narrowing down a topic before completing a plan for a piece of writing• Finding relevant information• Note making
4.	Summarising and Paraphrasing	<ul style="list-style-type: none">• Purpose and content of summary• Stages of summarizing• Effective paraphrasing• Paraphrasing techniques
5.	Organising Paragraphs	<ul style="list-style-type: none">• Introducing paragraphs• Linking paragraphs• Contents and Structure of Introductions, Discussion and Conclusions



No.	Topic	Lesson
6.	Actual writing process	<ul style="list-style-type: none"> • Getting ready • First draft • Revising • Rewriting and Proofreading • Review

