

## Course Details:

1. Title: Academic Writing
2. Number:
3. Class Meeting Times:
4. Class Meeting Location:

## Instructor Information:

Name: Andrea Mueller

Email address:

Office location:

Office phone:

Office hours:

## Course Prerequisites:

This course is aimed at those whose English language ability is at intermediate level or above. If you have taken an IELTS test, this is equivalent to a score of above 6.0; if you have taken a TOEFL test then this is approximately equivalent to a score above 550 (paper-based test) or 91 (iBT).

## Course Description

Introduction to and application of key principles of effective and efficient academic writing

This course will provide key techniques, guidelines and suggestions to improve your academic written communication. It will give hands-on experience in drafting, organising and revising academic texts.

The Academic Writing course will be designed for students who are not native English speakers and course content may have to be adapted to the English level of the participants.

## Covered Main Topics

Writing Process and strategy (research, planning, summarising, organising, plagiarism, referencing, proofreading)

Elements of writing (argument and discussion, cause and effect, definitions, style)

Writing Vocabulary and language (precision, clarity, conciseness, academic vocabulary, word choice)

Structure of scientific paper (organising the document, transition, data implementation and display)

## Required Texts, Materials, or Equipment

Materials for in-class exercises will be supplied and information to additional individual working materials is given in class; students may want to use one or more of the following additional readings:

Stephen B. Heard	The Scientist's Guide to Writing
Richard Dawkins	The Oxford Book of Modern Science Writing
Diana Hacker	Rules for Writers
Michael Alley	The Craft of Scientific Writing
Angelika Hofmann	Scientific Writing and Communication
Stephen Bailey	Academic Writing: A Handbook for International Students
Hilary Glasman-Deal	Science research writing for non-native speakers of English
Fowler & Aaron	The little Brown Handbook
Janice R. Matthews	Successful scientific writing A step-by-step guide for the biological and medical sciences
Jean-Luc Lebrun	Scientific Writing A Reader and Writer's Guide

## Preliminary Course Schedule

Week No.	General Topic	Covered Topics
Week 1-1	Introduction  Deciding where and how to begin	Syllabus and administrative matters of course Introduction to Scientific Writing <ul style="list-style-type: none"> <li>• Purpose,</li> <li>• Common Types,</li> <li>• General Features</li> <li>• Types of Scientific Documents</li> </ul> Difficulties and Constraints  Selection of Stylistic Tools
Week 1-2	Planning the Writing  Reading - Literature review	Understand Titles and Plan the Writing Process Writing Structure  Finding suitable Sources
Week 2-1	Reading - Literature review – cont.	Developing Critical Approaches Avoiding Plagiarism
Week 2-2	Managing the Sources	Finding relevant information  Note making
Week 3-1	Summarising and Paraphrasing	Purpose and content of summary Stages of summarising Effective paraphrasing Paraphrasing techniques
Week 3-2	References and Quotations	Purpose of references and citation Main reference system Use of quotations Organising the references
Week 4-1	Combining Sources	Presenting and organising a number of sources Critical approach

		Combining sources
Week 4-2	Organising Paragraphs	Paragraph structure -Development of ideas Language
Week 5-1	Organising Paragraphs	Language – cont. Introducing paragraphs Linking paragraphs
Week 5-2	Introduction and Discussion/Conclusion	Contents and Structure of Introductions, Discussion and Conclusions
Week 6-1	Writing about Methodology and Results	Structure, Vocabulary and Examples for Methodology and Results
Week 6-2	Abstract and Title	Structure, Purpose , Qualities of an Abstract Purpose and Qualities of Titles
Week 7-1	Elements of Writing	Argument and Discussion Cause and Effect Cohesion Comparisons
Week 7-2	Elements of Writing	Definitions Examples Generalisation Problems and Solutions
Week 8-1	Visual information	Types of visual presentation Functions and Principles of Visuals Making the right choice Creating the best design Describing visuals and labelling
Week 8-2	Actual writing process	Getting ready First draft Revising Rewriting and Proofreading Review
	Course Summary and Evaluation	Questionnaire for course evaluation Suggestions for improvement Questions and Answers

## Course Grading

Student performance will be assessed and evaluated through:

Lecture attendance and participation:	15%
Quizzes:	15%
Homework (reading and small assignments to practise taught topics):	30%
Term project:	40%

## **Grade Cut-offs**

Grading follows the university rules