

## Academic Writing Skills

The course will provide key techniques, guidelines and suggestions to improve academic written communication. It will give hands-on experience in drafting, organising and revising academic texts. The writing process will be introduced and expanded on through mini lectures. In pairs and as a group, students will discuss and demonstrate their understanding of each lesson's content. Class activities will include a combination of teacher- and student-led discussions, reading strategy practice, writing strategy practice, peer response sessions, teacher presentations, and grammar and vocabulary check-ins.

**Proposed course schedule:** June 25 (3 hours in the afternoon), June 26 (2 hours in the morning, 2 hours in the afternoon), June 27 (3 hours in the morning). Each lesson will include a lecture (40%) and hands-on sessions, in groups and in pairs (60%).

**Note:** The possibility to include hands-on sessions depends on the number of students per class, which should not normally exceed 20.

### Course topics will include the following:

- The writing process (pre-writing, writing, re-writing)
- Planning for writing
  - Brainstorming
  - Doing research (and recording source information)
  - Reading critically and drawing relevant material from scholarly texts
    - Finding suitable sources; developing critical approaches; avoiding plagiarism
    - Managing the sources (finding relevant information)
    - Taking notes
    - Summarising, paraphrasing, direct quotation
    - References and quotations (purpose of references and citation; main reference system; use of quotations; organising the references)
  - Freewriting and listing
- Outlining
  - Choosing and ordering points
  - Breaking sections into smaller parts

- Writing
  - Being critical
  - Structuring an argument and substantiating claims or assertions through careful argument
    - Presenting and organising a number of sources
    - Writing in an objective tone, using relevant sources to support one's own argument and providing a logical and systematic analysis
  - Organising paragraphs
    - Paragraph structure and development of ideas
    - Introducing paragraphs
    - Linking paragraphs
  - Introduction and conclusion (contents and structure of introductions and conclusions)
  - Writing vocabulary and language
    - Precision, clarity, conciseness, academic vocabulary, word choice
  - Elements of writing
    - Argument and discussion
    - Cause and effect
    - Cohesion
    - Comparisons
- Revising (content and organization)
- Editing (spelling, punctuation and grammar)
- Proofreading
- Academic writing in different disciplines
- Abstract and Title
  - Structure, purpose , qualities of an abstract
  - Purpose and qualities of titles