

MSC BUSINESS ACADEMIC WRITING

1. MODULE SUMMARY

Aims and Summary

This course will help students to participate actively in all forms of written assessment made in English, especially to write essays. Students will also review the most important issues of grammar. The aim is to solidify students' linguistic abilities by providing a thorough revision of key grammar points. Students write two essays: an in-class essay and in-class exam. The second one involves earlier preparation of sources and quotations which will be used during class writing, so students will be provided with an indicative topic beforehand. Students' mistakes in essays which are clearly indicated in terms of their type are not corrected by the teacher, so when each essay is handed back to students, they are required to correct their errors themselves on the basis of remarks on paper and teacher's comments. Apart from making students more aware of their mistakes, such an approach should help them avoid these errors in the future. The mark awarded for each essay will reflect the quality of the essay as regards content, organization, grammar and sentence structure, vocabulary, style, punctuation and spelling. If the essay is below 700 words minus 10%, i.e. below 630 words, the grade will be reduced proportionately to the percentage of the words below the limit.

Module Size and Credits

ECTS points	1
Total student study hours	45
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2022-2023

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of an in-class exam (essay, 700 words, 30%) and one essay (700 words, 10%)

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component. Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this term, students should be able to:

1. Write longer papers and essays in English on a variety of topics.
2. Use more advanced grammar and observe punctuation.
3. Be sensitive to stylistic issues.

Indicative Content

1. Linking words.
2. Comparison and contrast essays.
3. Cause and effect essays.
4. Editing and preparing dissertation.

Teaching and Learning

This module will be taught by means of seminars and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	0 hours	(0%)
Seminar	0 hours	(0%)
Workshop	45 hours	(100%)
Total	45 hours	

Method of Assessment (normally assessed as follows) The intended learning outcomes will be assessed as follows:

Final exam, 60%, will assess learning outcomes 1-3.

Coursework, 40%, composed of an in-class exam and one essay (750 words), will assess learning outcomes 1-3. **Date of last amendment**

01.10.2007

3. MODULE RESOURCES

THE MAIN TEXTBOOK

1. Hogue, A & A Oshima, 2006, Writing Academic English, Pearson Longman

ADDITIONAL TEXTBOOKS

- Graver, B D, 1996, Advanced English Practice, Oxford University Press
- Macpherson, R, 2004, English for Academic Purposes, Wydawnictwo Naukowe PWN, Warszawa,
- McCarthy M & F O'Dell, 2008, Academic Vocabulary in Use, Cambridge
- McCuen, J R, A C Winkler, 2001, From Idea to Essay, Boston, 9th edition
- Vince, M, 2008, Macmillan English Grammar in Context. Advanced, Macmillan
- Vince, M, 1994, Advanced Language Practice, Heinemann

Required Equipment None.

4. MODULE ORGANISATION

Module leader

Name mgr Piotr Kłossowicz

E-mail pklossowicz@gmail.com

Length and month of examination

120 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study

Faculty Collaborative Provision Committee

Subject Assessment Board

Faculty Council, Faculty of Economics and Management

Date of approval by FCPC

13 Feb 2017