

6. Academic Writing I

1. Module Title	Academic Writing I (Advanced English)	2. Module Code	
3. Academic Year, Semester, Module Status	2021-2022 Fall semester, Full-time		
4. Aims and Learning Outcomes	<p>By the end of the course the students will have improved their ability to write academic texts and give academic presentations. This will be achieved by:</p> <ol style="list-style-type: none"> 1. the students reading texts related to management and increasing their ability to read critically, identify stance and implied meanings in texts; 2. the students developing their knowledge of vocabulary related to both management and academic writing; 3. the students developing an awareness of the use of topic sentences, paragraph organisation and employ these in the writing of essays; 4. the students developing their ability to use formative feedback to improve their writing; 5. the students developing their awareness of writing genres relevant to the study of management as an academic discipline: case study and critical review; 6. the students developing their listening and note taking skills in academic settings, 7. the students developing their ability to think critically and use the Harvard referencing system and paraphrase / summary to the appropriate academic standard; 8. the students developing their ability to work in pairs and small groups to accomplish tasks. <p>In order to facilitate the practical approach to teaching process students will be given assignments that will contain a mixture of exercises to test understanding of the managerial concepts, problem solving skills, as well as ability to think analytically and apply the theory to real life scenarios.</p>		
Knowledge	Effect Code		Assessment
	Subject	Field	
1. Make proper use of in-text citations and bibliography.		K_W16	Midterm exam, critical review.
2. Approach a writing task as a process of planning, outlining, drafting, revising, and editing.		K_W01	Midterm exam, critical review.
3. Incorporate source material into your writing according to standard academic conventions.		K_W02	Midterm exam, critical review.
Skills	Effect Code		Assessment
	Subject	Field	
1. Write argumentative essays in English on a variety of topics.		K_U17	Midterm exam, critical review.
2. Make use of appropriate resources to		K_U17	Critical review, case

support business academic reading and writing, including dictionaries, spelling, usage, grammar, and style guides.			study.
3. Evaluate sources for authority, relevance, timeliness, and other criteria.		K_U17	Critical review, case study.
Social Competencies	Effect Code		Assessment
	Subject	Field	
1. Uses the acquired knowledge in solving cognitive and practical problems.		K_K01	A case study - group work prepared in class.
2. Appreciate the importance of strong academic reading and writing skills to undergraduate studies and future career.		K_K07	A case study - group work prepared in class.
5. Module Coordinator	Name		E-mail
	mgr Peter Gee		p.charles.gee@gmail.com
6. Lecturer	Name		E-mail
	mgr Peter Gee		p.charles.gee@gmail.com
7. Module Level	Masters		Bachelors
			x
8. Year and Programme	Year		Programme
	1		BA in Management
9. Module Content			
#	Topics Discussed		Hours
Seminar			
1. Introduction – what is academic English? 2. Sentence word order (questions; adverbs) 3. Revision of tenses (1) 4. Revision of tenses (2) 5. Reporting speech 6. Punctuation rules and practice 7. Revision and consolidation 8. In-class exam 1 9. Formal vs informal style 10. Words to avoid in academic English → Critical review final draft submission deadline 11. Passive voice 12. In-class exam 2			2.5 h each topic 30 h together
Workshop			
1. Course and assessment outline – introduction to process writing 2. Paragraph structure 3. Unity and coherence 4. Critical review – introduction, examples 5. Summarising and paraphrasing, reporting verbs, modality, concession 6. Source credibility – how to select sources 7. Harvard system of referencing – Bibliography and in-text citations – Critical review first draft submission deadline 8. How to avoid plagiarism 9. Case study – introduction, examples 10. Group work – analysing a case study			2.5 h each topic 30 h together

11. Formal correspondence – writing business (and not only!) emails		
12. Note-taking techniques and practice		
10. Individual Student's Work		
#	Description	Hours
	Home assignments and covering required readings	30
	Writing academic assignments	20
11. Assessment Methods	<p>Coursework (100%):</p> <p>1) a critical review of a selected article on management; submission of first and final draft – the final mark will also assess the application of formative feedback given on the first draft (60%),</p> <p>2) a case study - group work prepared in class; only formative feedback will be given (20%),</p> <p>3) midterm exam (20%).</p>	
12. Assessment Criteria	<p>In order to pass the course student should score at least 3.0 (50%) as the total grade for semester.</p> <p>Scoring translates into grades as follows:</p> <p>50 - 59 points - grade 3</p> <p>60 - 69 points - grade 3.5</p> <p>70 - 79 points - grade 4</p> <p>80 - 89 points - grade 4.5</p> <p>90 - 98 points - grade 5</p> <p>98-100 points - grade 5.5</p> <p>In the case of exceptional student achievements, the lecturer can award a 5.5 mark with fewer points.</p>	
13. ECTS Credits	5	
		Hours
		ECTS
	ContactHours	
	Workshop	30
	Seminar	30
	Consultation	15
	Other Kind of Student's Activity	
	Individual Student's Work	50
	SUMM	125
		5
14. Required Readings	<p>1. Bailey S., 2006. <i>Academic Writing. A Handbook for International Students</i>. Milton Park: Routledge</p> <p>2. Oshima A., Hogue A., 2006. <i>Writing Academic English</i>, 4th ed. New York: Pearson Education</p>	
15. Recommended Readings	<p>1. Jordan, R.R., 2002. <i>Academic Writing Course</i>. New York: Pearson Longman</p> <p>2. Mc Carthy, M., O'Dell, F., 2008. <i>Academic Vocabulary in Use</i>. Cambridge: Cambridge University Press</p>	

	<ul style="list-style-type: none"> 3. Zemach, Dorothy, 2005. <i>Academic Writing</i>. Oxford: Macmillan 4. The Economist 5. The Harvard Business Review 6. Llo.org (listening website)
16. Place where module is run	LU campus
17. Other	