ENG2 A03 WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS

COURSE CODE	ENG2A03
TITLE OF THE COURSE	WRITING FOR ACADEMIC AND PROFESSIONAL SUCCESS
SEMESTER IN WHICH THE COURSE IS TO BE TAUGHT	2
NO. OF CREDITS	4
NO. OF CONTACT HOURS	72 hrs (4 hrs per week)

OBJECTIVES OF THE COURSE

a. To develop writing skills, to learn to integrate writing and thought and to apply the conventions of academic writing correctly.
b. To acquire the correct sense of format, syntax, grammar, punctuation and spelling.
c. To acquire concepts, principles and vocabulary of reasoning and argumentation and use analysis, synthesis and evaluation to advance arguments.
d. To gain an understanding of discourse conventions ranging from structure and paragraphing to tone and mechanics.

COURSE DESCRIPTION

A. COURSE SUMMARY

Module 1:	Process of Writing	18 hrs
Module 2:	Elements of Writing	12hrs
Module 3:	Writing for Professional Purposes I	18 hrs
Module 4:	Writing for Professional Purposes II	12 hrs
Evaluation		12 hrs
Total		**72 hrs**

B. COURSE DETAILS:

Module 1: The Process of Writing

Introduction to Academic writing: What is academic writing - Purpose of academic writing - Types of academic writing - Features of academic writing.

Structuring the Essay: Planning an essay- Brain-storming- Organizing and outlining- Writing a thesis statement - Nature of supporting sentences - Writing paragraphs structure of an essay.

Vocabulary for Writing: Selection of vocabulary- Abbreviations- Choice of nouns and adjectives Appropriate verbs and adverbs- Conjunctions and prepositions- Prefixes and suffixes- Synonyms Common errors.

Composing the Content: Writing introductions and conclusions- Ordering the paragraphs - Proof-reading and editing- Finalising the final draft.

Module 2: Elements of Writing

Shaping Strategies: Discussions, persuasions and arguments- Comparison and contrast- Cause and effect- Defining and classifying Problems and solutions Mechanics and conventions of Writing: Punctuations, Use of articles, Relevance of examples, Generalizations, Academic style.

Module 3: Writing for Professional Purposes I

Writing Reviews: Reviewing books – Reviewing movies - Writing product reviews Writing Case Studies

Writing Reports: Feasibility report, Progress reports, Evaluative reports

Surveys: Conducting surveys- Designing questionnaires, collecting data - Writing descriptive reports

Module 4: Writing for Professional Purposes II Writing CVs Letter

Writing: Transmittal and cover letters - Emails

Writing summaries

Writing memos on writing blogs Etiquette in writing.

Core Text:

Code	Title	Author	Publisher
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