

Full Title	Academic Writing				
Short Title	Academic Writing				
Code		Level	06	Credit	10
Author	McMillan, Barry	Department	Business		
Subject Area	223 MOTHER TONGUE	Attendance		Fee	

Description

This module provides students with a range of skills required in third-level academic writing.

It enables students to appreciate good academic writing, and to recognise the importance and value of attaining good academic writing skills - while, simultaneously, providing them with such skills.

The module is instructional and skills-based, with all theoretical work supplemented by guided practical application in a seminar context. The module is entirely assessed by continuous assessment.

Indicative Syllabus

Sentence Structure Skills:

Simple sentences, compound sentences, complex sentences; co-ordinating conjunctions, subordinating conjunctions, conjunctive adverbs.

Discernment and Evaluation Skills:

Main points; over-arching idea; key supporting points; significant examples and details.

Information Processing & Appropriation Skills:

Logic and structure; integration of differently-weighted information; summarising, paraphrasing, and reformulation of material; objectivity and subjectivity; documentation of sources.

Punctuation Skills I:

Sentence-final punctuation; comma usage (six forms).

Spelling Skills:

Tips and techniques for countering common spelling errors and for remembering common

spelling distinctions.

Proofreading Skills:

Techniques for the development of proofreading skills; tips for the implementation and application of proofreading skills.

Report Writing Skills:

Pre-writing; objectives and their identification; framework: logic, structure, testing and revising; discernment and placement; writing, revising and reviewing; tone and style: word choice, accuracy, objectivity, conciseness, clarity.

Punctuation Skills II:

Capitalisation; colon; semicolon; apostrophe: contraction and possession; quotation marks; ellipses; parentheses; italicisation; numbers and dates.

Essay Writing Skills:

The purposes of essays; the five stages of essay writing: interpretation of the question, research, planning, writing, revision; style and tone; subjectivity and objectivity; analysis; argument; documenting sources: referencing and plagiarism; proofreading: techniques and practice.

Learning Outcomes

On completion of this module the learner will/should be able to

1. Recognise and implement a range of forms of sentence structure.
2. Exercise discernment in the appropriation and management of information.
3. Structure and sequence text logically.
4. Implement rules of grammar and punctuation.
5. Demonstrate increased adeptness at spelling.
6. Demonstrate and implement a range of proofreading skills.
7. Apply skills of style and tone appropriate to different contexts.
8. Devise, logically structure, write and revise a report.
9. Plan, logically structure, write and edit an academic essay.

Assessment Strategies

Due to its nature as a skills-based module, assessment is conducted through a range of modes of continuous assessment.

Module Dependencies

Pre Requisite Modules: None

Co-requisite Modules: None

Incompatible Modules: None

Coursework Assessment Breakdown %

Coursework/Continuous Assessment 100 %

Coursework Assessment Breakdown

Description	Outcome Assessed	% of Total	Assessment Week
Summary Exercise	1,2,3,4,5	15	Week 6
Grammar & Punctuation Examination I	1,4,5	15	Week 10
Proofreading Exercise	4,5,6	10	Week 13
Report Structuring Exercise	1,2,3,4,5,6,7,8	15	Week 17
Grammar & Punctuation Examination II	1,4,5	15	Week 21
Essay	1,2,3,4,5,6,7,9	30	Week 26

End Exam Assessment Breakdown

N/A

Full Time Mode Workload

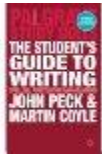
Type	Location	Description	Hours	Frequency	Avg Weekly Workload
Lecture	Lecture Theatre	Lecture	2	Weekly	2.00
Seminar	Flat Classroom	Seminar	2	Weekly	2.00

Total Average Weekly Learner Workload 4.00 Hours

Resources

ISBN BookList

Book Cover Book Details



2012 *Student's Guide to Writing*
ISBN-10 0230373887 ISBN-13 9780230373884



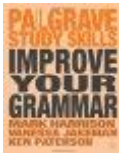
John Peck 2012 *Write it Right: The Secrets of Effective Writing (Palgrave Study Skills)* Palgrave Macmillan
ISBN-10 0230373844 ISBN-13 9780230373846



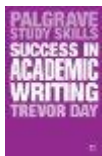
Martin Manser 2002 *The Penguin Writer's Manual (Penguin Reference Books)*
Penguin Books, Limited (UK)
ISBN-10 0140514899 ISBN-13 9780140514896



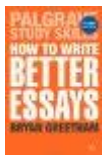
R. L. Trask 1999 *The Penguin Guide to Punctuation (Penguin Reference Books)*
Penguin UK
ISBN-10 0140513663 ISBN-13 9780140513660



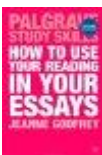
Mark Harrison 2012 *Improve Your Grammar (Palgrave Study Skills)* Palgrave Macmillan
ISBN-10 023036053X ISBN-13 9780230360532



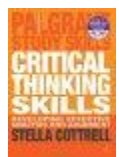
Trevor Day 2013 *Success in Academic Writing (Palgrave Study Skills)* Palgrave Macmillan
ISBN-10 0230369707 ISBN-13 9780230369702



Bryan Greetham 2013 *How to Write Better Essays (Palgrave Study Skills)*
Palgrave Macmillan
ISBN-10 1137293284 ISBN-13 9781137293282



Jeanne Godfrey 2013 *How to Use Your Reading in Your Essays (Palgrave Study Skills)* Palgrave Macmillan
ISBN-10 113729468X ISBN-13 9781137294685



Stella Cottrell 2011 *Critical Thinking Skills: Developing Effective Analysis and Argument (Palgrave Study Skills)* Palgrave Macmillan
ISBN-10 0230285295 ISBN-13 9780230285293