Writing Practice

Units   2 Credits

Presented by

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Course Description

Welcome to the Writing Practice course. This course aims to prepare you for performing writing tasks in academic contexts. In this course, you'll be introduced to basic academic writing skills and report writing.

You'll learn how the principles and structures of academic writing work when you are composing a variety of scripts.

This course covers a wide variety of topics related to academic writing that will prepare you for presenting arguments, describing scientific processes, comparing objects and ideas, and writing various sections of scientific reports.

1

Week 1 - Introduction to academic writing

- ✦ Aim and objectives of the course
- ✦ Reading materials for the course
- ✦ Assessment components in the course
- ✦ Definition of academic writing
- ✦ Purposes of academic writing

- ✦ Features of academic writing
- ✦ Originality in academic writing
- ✦ Plagiarism in academic writing
- ✦ Respecting intellectual property rights
- ✦ Leveraging AI and module summary

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Week 2 - Paragraph Writing Basics

- ✦ Brainstorming ideas for writing paragraphs
- ✦ Searching the internet for ideas
- ✦ Creating an idea map
- ✦ Main components of a paragraph
- ✦ Writing a good topic sentence
- ✦ Writing supporting details

- ✦ Writing a good concluding sentence
- ✦ Meaning and importance of signposting
- ✦ Choosing and using appropriate signposts
- ✦ Leveraging AI and module summary

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Week 3 - Writing Argumentative, Cause-Effect, and Comparison Paragraphs

- ✦ Structure of argumentative paragraphs
- ✦ Introductory sentences and evidence in argumentative paragraphs
- ✦ Useful vocabulary for writing argumentative paragraphs
- ✦ Structure of cause-effect paragraphs
- ✦ Language use in cause-effect paragraphs
- ✦ Composing cause-driven paragraphs

- ✦ Composing effect-driven paragraphs
- ✦ Structure of comparison paragraphs
- ✦ Language use in comparison paragraphs
- ✦ Block organisation in comparison paragraphs
- ✦ Point-to-point organisation in comparison paragraphs
- ✦ Leveraging AI and module summary

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Week 4 - Writing Paragraphs on Problem-Solution, Process, and Visual Information

4

- ✦ Structure of problem-solution paragraphs
- ✦ Topic and concluding sentences in problem-solution paragraphs
- ✦ Description of the problem
- ✦ Description of the solution
- ✦ Structure of process paragraphs
- ✦ Introductory and concluding sentences in process paragraphs

- ✦ Following a chronological order in process paragraphs
- ✦ Structure of paragraphs describing visual information
- ✦ Writing introductory and concluding sentences
- ✦ Language and planning for describing visual information
- ✦ Leveraging AI and module summary

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5 Week 5 - Elements of Writing

- ✦ Accuracy in academic writing
- ✦ Using punctuations
- ✦ Using articles
- ✦ Using conditionals
- ✦ Purpose of paraphrasing academic texts
- ✦ Using synonyms in paraphrasing
- ✦ Changing word class in paraphrasing

- ✦ Changing word order in paraphrasing
- ✦ Purpose of summarising academic texts
- ✦ Identifying key points in academic texts
- ✦ Creating summary of key points
- ✦ Verifying the accuracy of the summary
- ✦ Leveraging AI and module summary

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Week 6 - Writing Emails 6

- ✦ Structure and purpose of emails
- ✦ Tone and politeness
- ✦ Email language
- ✦ Subject line
- ✦ Opening salutations
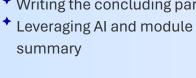- ✦ Self introduction and problem/purpose statement

- ✦ Explanation and closure
- ✦ Closing salutation
- ✦ Email of request
- ✦ Complaint email
- ✦ Response to a complaint email
- ✦ Enquiry email
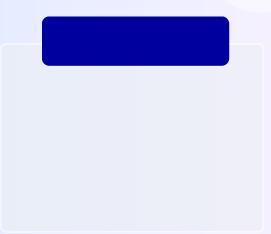- ✦ Leveraging AI and module summary

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Week 7 - Writing Short Essays

✦ Structure of 3-paragraph essays
✦ Writing strong thesis statements
✦ Writing the introductory paragraph
✦ Writing the body paragraph
✦ Writing the concluding paragraph
✦ Leveraging AI and module summary

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Week 8 - Sections of an Academic Report: Introduction and Methods

✦ Sections of an academic report
✦ Structure of the introduction section
✦ Components of the introduction section
✦ Structure of the methods section
✦ Components of the methods section
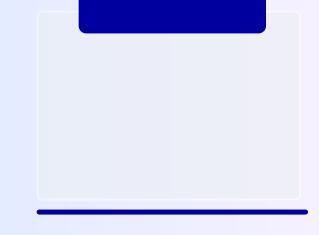✦ Leveraging AI and module summary

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Week 9 - Sections of an Academic Report: Results and Discussion

✦ Structure of the results section
✦ Components of the results section
✦ Structure of the discussion section
✦ Components of the discussion section
✦ Leveraging AI and module summary

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Week 10 - Sections of an Academic Report: Conclusion and Abstract

✦ Structure of the conclusion section
✦ Components of the conclusion section
✦ Structure of the abstract section
✦ Components of the abstract section
✦ Leveraging AI and module summary

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Congratulations