

Course Title	<b>ACADEMIC WRITING AND COMMUNICATION</b>			
Course Code	<b>ARTC201</b>			
Course Type	COMPULSORY			
Level	Bachelor			
Year / Semester	2 <sup>nd</sup> Year / 4 <sup>th</sup> Semester			
Teacher's Name	ENGLISH INSTRUCTOR			
ECTS	5	Lectures / week	2	Laboratories / week -
Course Purpose	The main aim of the course is to introduce students to the fundamentals of academic writing and communication. This course is primarily focused on the production of academic papers (research papers and theses) and communications tasks that students are required to perform as part of their future academic and professional career.			
Learning Outcomes	<p><b>By the end of the course, students should be able to:</b></p> <ul style="list-style-type: none"> <li>• communicate effectively orally and in writing to a variety of audiences in different academic and professional settings and situations</li> <li>• write different types of professional documents for different purposes including research papers, conference proposals, reports, abstracts, reviews, summaries and theses, applying strategies for academic inquiry and argument</li> <li>• summarise, paraphrase, quote, edit and revise academic and professional writings</li> <li>• write a polished resume and cover letter</li> <li>• incorporate and use technology and visual elements such as tables, figures and other images effectively in presenting oral or written work in both their studies and future work frame</li> <li>• communicate information effectively in social media</li> <li>• prepare and deliver oral presentations/public messages for presentation to diverse co-cultural audiences with appropriate audio-visual support</li> <li>• gain confidence in ability to speak in public, decreasing anxiety and improving physical and vocal delivery</li> <li>• apply critical and evaluating thinking skills in locating, analysing, synthesising, and using information in communication</li> <li>• evaluate and use printed and electronic source materials appropriate for academic research purposes</li> </ul>			
Prerequisites	AENG102 or equivalent qualification or good knowledge of English		Corequisites	None

<p>Course Content</p>	<p><b>The course covers the following:</b></p> <ul style="list-style-type: none"> <li>• preparing and presenting different types of academic and professional documents for different purposes including research papers (introduction, literature review, methodology, discussion, conclusion), conference proposals, reports, abstracts, reviews, summaries and theses, applying strategies for academic inquiry and argument</li> <li>• applying techniques to avoid plagiarism (paraphrasing, summarizing, and quoting) and producing research papers with correct parenthetical and bibliographical citations using specific documentation styles such as MLA, APA, Harvard etc.</li> <li>• applying critical and evaluating thinking skills in locating, analyzing, synthesizing and using information in communication</li> <li>• improving the structure, mechanics and writing style for clarity, coherence and emphasis</li> <li>• writing emails (inquiry &amp; complaint), memos, resumes with cover letters, reports (assessment &amp; progress), proposals, executive summaries and reviews</li> <li>• comprehending and analyzing academic and professional documents including abstracts, web pages and wikis</li> <li>• analyzing and using visual elements such as graphs, charts, graphics and tables to communicate data in a clear visual format with unambiguous titles and labelling</li> <li>• creating and giving presentations, using body language, eye contact, visual aids etc.</li> </ul>
<p>Teaching Methodology</p>	<p>The course is delivered to students by means of lectures conducted by the instructor. The major method of teaching is the interactive communicative approach based on the principles of functional language learning and teaching. Audio-visual aids, class discussions, pair and group work and other communicative drills are among the instructor's tools to keep students' interest alive and elicit the maximum participation from students. Students are also encouraged to make extensive use of the Internet.</p>
<p>Bibliography</p>	<p><b>Required Textbook(s)</b></p> <ul style="list-style-type: none"> <li>• Pears, R., &amp; Shields, G. (2016). <i>Cite them right</i> (10<sup>th</sup> ed.). London: Palgrave.</li> <li>• Instructor's notes</li> </ul> <p><b>References</b></p> <ul style="list-style-type: none"> <li>• Bailey, S. (2018). <i>Academic Writing: A Handbook for International Students</i> (5<sup>th</sup> ed.). NY: Routledge.</li> <li>• Burton, G. (2013). <i>Presenting Deliver presentations with confidence</i>. UK: Collins –EAP.</li> <li>• Hamp-Lyons, L. &amp; Heasley, B. (2010). <i>Study Writing</i> (2<sup>nd</sup> edition). UK: Cambridge University Press.</li> <li>• Samuels, B. &amp; Garbati, J. (2018). <i>Mastering Academic Writing</i>. Canada: SAGE Publishing.</li> </ul>

Assessment	<p>A two –method assessment is adopted. The Coursework assessment, which counts for 40% of the overall mark and the final examination which counts for 60% of the overall mark.</p> <p>In particular:</p> <p><b>Course Work            40%</b>          Test: 20%          Portfolio: 8%          Oral Presentation: 12%</p> <p><b>Final Examination    60%</b></p>
Language	English