



INSTITUTUM GRAMMATICA

ACADEMIC ENGLISH

Course Description

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COURSE DESCRIPTION

THE COURSE SCHEDULE

Week 1: Note-Taking & General Study Skills

- What is a lecture / seminar / workshop / tutorial?
- Why take notes?
- How to be an active note taker
- Effective note taking strategies
- The key difference between a good and a bad student
- Making the most of time
- Being able to work alone & in a team

Week 2: Research: finding & evaluating sources

- What is research? – primary, secondary, quantitative, qualitative
- Evaluation of source types
- How to research like a scholar
- Searching for influential research
- Source evaluation: use the CRAAP method
- Why do you need to research?
- When do you need to research?
- How to present your findings
- Task: find 5 good sources for a chosen topic

Week 3: The Harvard Referencing System

- Why do we reference?
- What is plagiarism
- What is Turnitin
- In-text & end of text referencing
- Non-integral and integral citation
- Reference list or bibliography
- Ways of incorporating sources
- What does not need referencing – what is common knowledge?
- Task: reference your chosen sources appropriately

Week 4: Reading for Academic Purposes

- Your purpose for reading
- Knowing what to read
 - Skimming
 - Scanning
 - Careful reading
 - Reading actively
 - How to love reading
- Task: read to prepare for debate

Week 5: Writing Paragraphs

- Paraphrase, summarise & synthesise
 - Your own voice
 - Topic sentences
 - Paragraph structure & unity
 - Task: write 3-5 paragraphs on chosen topic
- DEBATE PRACTICE

Week 6: Cohesion & Conciseness

- Paragraph structure & unity
- Cohesion
- Concise

Week 7: Public Speaking

- The purpose of your presentation
- How to start a presentation
- Making your presentation memorable
- Using visual aid effectively
- Body language
- Engaging & interacting with the audience
- A look at some famous public speakers
- Dealing with questions
- Dealing with nerves
- Confidence building
- Improvisation
- Task: prepare for presentation

Week 8: Writing an Essay, Report & Thesis

- Introductions & conclusions
- Argument & counter-argument essay
- Your opinion
- Reports

Week 9: Writing an Essay: Thesis

- Problem solution essay
 - Report
 - Thesis sections
 - Punctuation and Proofreading
 - Task: write 500 word essay on chosen topic
- PRESENTATION

Week 10: Punctuation & Proofreading

- Commas, fullstops, apostrophes etc
- How to proofread?

WHAT WILL THIS COURSE COVER?

It will cover aspects of academic writing and academic presentations. This includes referencing, synthesising, writing concisely and public speaking.

WHO IS THIS ACADEMIC ENGLISH COURSE FOR?

The skills taught on this course are essential for higher education and beyond. Therefore, this course is ideal for individuals looking to study at university or just looking to improve their writing and presenting skills.

WHAT ARE THE COURSE OUTCOMES?

It will enable you to write and deliver presentations with an excellent level of proficiency. It will also get you to an IELTS 6.0. This is the level at which you will be ready to study and succeed at university (as per the British university standards).