

## Advanced English Course

### *Improve your academic writing skills*

If you need to write academic essays, term papers or exams in English, or might need to in future, this is the course for you. It will help you to improve your academic writing through practical tasks that we do in class, and you will receive feedback on two pieces of writing submitted during the course. You will also have the opportunity to work on other elements of writing such as paraphrasing, grammar, punctuation and style.

The course covers the following topics:

- Managing writing tasks
- Exploring cultural differences in academic writing
- Understanding what lecturers and examiners look for
- Assessment criteria for formal submissions (essays, term papers, dissertations, etc.)
- Note-taking and summarising
- Formulating research questions, headings and titles
- Tackling exam and essay tasks
- Paragraphs and punctuation
- Cohesion
- Writing abstracts, introductions and conclusions
- Incorporating reading material (paraphrasing, summarising, quoting)
- Referring to sources (citing and referencing)
- Conventions of academic writing style
- Avoiding 'typical' language mistakes in academic writing
- Editing and proofreading your own work

**Lecturer:** Stephanie Ashford

**Schedule:** Five Wednesday sessions of 90 minutes each, plus course work

**Dates:** 21 January, 28 January, 4 February, 11 February, 18 February 2015

**Time:** 16.30 - 18.00

**Room:** To be announced

**Registration:** Please register by email to the Language Department at [ashford@dhw-vs.de](mailto:ashford@dhw-vs.de), stating your name and department or faculty (*Studiengang/Fakultät*) by **Friday, 16 January 2015**

**Note:** The maximum number of students for this course is **15**.