

# *SUSAN MITCHELL*

## **ACADEMIC WRITING**

This course is designed for people who write papers, theses or reports as part of their work. It demonstrates both the advantages and disadvantages of using written language and introduces editorial techniques to improve writing style. Emphasis is placed on maintaining academic precision while encouraging clarity, lack of ambiguity, and accurate use of language

The course assumes a good level of literacy and involves instruction, discussion, individual exercises and group exercises. Participants are encouraged to try out editorial techniques on their own writing in a workshop session.

### **PROGRAMME**

#### **09:15 WELCOME**

#### **09:30 – 12:30 EFFECTIVE WRITING:**

- introduction - writing for your readers;
- altering text - editorial techniques;
- differences between written and spoken English;
- removal of redundant words and phrases;
- active versus passive sentences;
- common grammatical errors;
- common punctuation, capitalisation and spelling errors;
- confused and misused pairs of words;
- proof-reading and checking for readability and accuracy.

#### **12:30 – 13:20 LUNCH**

#### **13:20 – 13:35 HOW TO AVOID OFFENDING YOUR READERS:**

- style, jargon, bias, euphemisms, sexism and political correctness.

#### **13:35 – 15:45 ORGANISATION OF INFORMATION:**

- solving writers' block;
- emphasising the 'message';
- ten basic ways of organising information;
- paragraphs;
- description, explanation and persuasion;
- organisational clues – signpost words;
- advantages and disadvantages of structural repetition;
- adding text - examples and analogies.

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**15:45 – 16:30      WORKSHOP:**

- learning from other people's mistakes;
- looking at participants' work;
- applying techniques to participants' own research papers and reports.

**16:30            END OF COURSE**