

COURSE TITLE	ACADEMIC WRITING
COURSE CODE	07BA0212
COURSE CREDITS	3

Objective:

- 1 To introduce learners to the conventions, purpose, and features of academic writing.
- 2 To enable students to use appropriate academic vocabulary, sentence structure, and paragraphing techniques.
- 3 To develop essential academic writing skills such as note-making, paraphrasing, and summarizing for academic contexts.
- 4 To encourage critical reading and revision of academic texts to improve clarity, logical consistency, and adherence to citation norms.

Course Outcomes: After completion of this course, student will be able to:

- 1 Apply the principles of academic writing to develop well-structured and coherent texts across various formats.
- 2 Use appropriate academic vocabulary, sentence structure, and paragraph organization to convey ideas effectively.
- 3 Demonstrate key academic writing skills such as paraphrasing, summarizing, and note-making in written tasks.
- 4 Evaluate written content for clarity, consistency, and proper citation using standard academic conventions.

Pre-requisite of course:NA

Teaching and Examination Scheme

Theory Hours	Tutorial Hours	Practical Hours	ESE	IA	CSE	Viva	Term Work
3	0	0	0	30	20	25	25

Contents : Unit	Topics	Contact Hours
1	Academic Writing 1.1 Academic Writing: Overview, Introduction to Academic Writing, Importance of Good Academic Writing, Features of Academic Writing, Types of Academic Writing, Academic Writing as a Part of Research , 1.2 Framework of Academic Writing , The Writing Process, Academic Vocabulary, Use of Sentences, Organizing Paragraphs, Adopting Academic Writing Style	10

Contents : Unit	Topics	Contact Hours
2	Key Academic Writing Skills 2.1 Key Academic Writing Skills Note – taking, Note – making, Mind Mapping, Paraphrasing, Summarizing , 2.2 Contemporary Practice in Academic Writing Paragraph Writing, Graph/ Table/ Process Interpretation and Description, Writing Essays, E-content/ Blog Writing , 2.3 Accuracy in Academic Writing Etymological Range, Academic Language and Structure, Anatomy of Citation, Common Citation Style	20
3	Research Writing and Documentation Summarizing, paraphrasing, and quoting, Avoiding plagiarism, Basics of MLA and APA citation styles, Writing academic essays, reports, abstracts, and reflection papers, Peer review and revision strategies	15
Total Hours		45

Textbook :

- 1 Academic Writing A Handbook for International Students, Stephen Bailey, Routledge., 2025

References:

- 1 Academic Writing: A Guide for Management Students and Researchers. , Academic Writing: A Guide for Management Students and Researchers. , Monipally, M.M.Pavar,, B.S. Sage, 2010
- 2 Effective Academic Writing Level-1.2.3.4 (Second Edition), Effective Academic Writing Level-1.2.3.4 (Second Edition), Alice Savage, Patricia Mayer, Masound, Shafiei, Rhonda Liss, &Jason Davis, OUP, 2024
- 3 Writing Your Thesis (2nd Edition), Writing Your Thesis (2nd Edition), Paul Oliver,, Sage, 2008
- 4 Developmental Communication in Practice,, Developmental Communication in Practice,, Vilanilam V J., Sage, 2009
- 5 Intercultural Communication., Intercultural Communication., Mingsheng Li, Patel Fay, SAGE, 2011

Suggested Theory Distribution:

The suggested theory distribution as per Bloom’s taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery					
Remember / Knowledge	Understand	Apply	Analyze	Evaluate	Higher order Thinking / Creative
0.00	10.00	50.00	25.00	10.00	5.00

Instructional Method:

- 1 Lecture method combined with discussion
- 2 Use of ICT tools
- 3 Assignments
- 4 Presentations
- 5 Workshops
- 6 Expert lectures
- 7 Self-study

Supplementary Resources:

- 1 www.owl.purdue.edu
- 2 <https://www.fess.ie/images/stories/ResourcesForTutors/AcademicWritingHandbookForLearnersInTheFETSector.pdf>
- 3 https://www.routledge.com/rsc/downloads/A_Practical_Guide_to_Academic_Writing_for_International_Students-A_Routledge_FreeBook-_FINAL_VERSION_.pdf
- 4 https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html