

Module: English for Academic Purposes / Academic Writing

Module Description		
Field of study	Department	Specialisation
Business Administration	International Semester	

Module title	Module language	Module no.	Version	Person responsible
English for Academic Purposes / Academic Writing	English		01.09.2017	International Office

Module Placement			
Semester	Prerequisites	Module type	Duration
Fall and Spring	English proficiency of B1		1 semester

Tuition and Assessment			
Methods	Assessment	Graded yes/no	Duration
Group work, lecture in class, presentations, essays	▪ Presentation	▪ yes	▪

Workload and ECTS Points			
Workload (in hours, multiples of 30)	Total	22 hrs.	ECTS points
	Attendance (lectures and examination)	22	2
	Independent study	as needed	

Learning Outcomes and Skills	
Subject-related skills:	Characteristics and forms of academic writing – Criteria for evaluating academic writing – Choice and designation of a topic – Turning a topic into a problem/solution formulation – Desk research and gathering of information – Evaluating sources – Determining structure and segmentation of the topic (outline) – Formal configuration of the manuscript (language, citations, figures/tables, table of contents, title page, limiting remark, statement of honour, appendix)
Socio-ethical skills:	Students are aware of ethical implications in research and the social responsibility it bears.
Personal skills:	Students maintain a critical attitude towards schools of thought, research of others and their own
Transferable skills:	Students are able to conduct academic research, can carry out a sharply discriminating evaluation of literature, can design and implement an appropriate research project culminating in a structured report, meeting the required standards of academic research and writing. Students are familiar with procedural steps and techniques of empirical social research (e.g. observation, surveys, experiments or analysis of content) and can present their findings.

Courses and Topics			
Courses		Atten- dance (in hrs.)	Self- study (in hrs.)
Part 1	Academic Writing - Introduction to Academic Work	8	
1. <u>The writing process</u> 1.1 Purpose of academic writing 1.2 Reading: finding suitable sources 1.3 Avoiding plagiarism 1.4 Planning process: titles, key points 1.5 References and quotations 1.6 Structure: 1.7 Re-writing and proof-reading 2. <u>Elements of writing</u> 2.1 Argument and discussion 2.2 Cause and effect 2.3 Definitions 2.4 Style 2.5 Visual information 3. <u>Accuracy in writing</u> 3.1 Abbreviations 3.2 Academic vocabulary			
Part 2	English for Academic Purposes	14	
Upon completion of this module, students know the basic characteristics of academic research and writing. They know the phases of research processes and have insight into methods of empirical social research. They will be able to present a topic in English and to write essays.			

Literature

Supplied by the lecturers