

Linguistic Empowerment Cell

English for Empowerment

Capacity Building Programme

Two Semester Part time Courses for Students of JNU

Course Outline

English for Academic Writing

<http://www.jnu.ac.in/LEC/default.htm>

English for Empowerment

Two Semester part-time course for students of JNU

English for Academic Writing

Course Objectives

- to develop awareness of the elements and conventions of academic writing
- to develop awareness of how academic writing is different from general writing
- to empower the students to be able to convert a general text into an academic text and vice versa
- to use effective learning strategies
- to empower the students to be able to write a coherent and cohesive text with a logical flow that demonstrates precision and clarity
- to formulate grammatically correct and contextually appropriate sentences
- to empower the students with summarising skills so that they can convert their articles into bulleted points for power point presentations
- to equip the students with paraphrasing skills so that they can build upon the bullet-points of power-points and convert them into academic journal articles
- to empower the students to be able to decipher the abbreviations and acronyms
- to expose the students to various forms of referencing and citation so that their work never comes under plagiarised texts

The course will be organised around the main topics outlined below. Some changes in content may be made in order to reflect the exact needs of the students in the course as per their groups.

Course Outline

1. EXPLAINING ACADEMIC WRITING

- Definition of Academic Writing
 - Forms of Academic Writing
 - Language and style of Academic Writing
- a. Words and Phrases
 - b. Structures
 - c. Conventions of register specific academic writing
 - d. Ways of portraying Research Findings
 - e. Dealing with New Words (Academic Vocabulary Building)

2. SUMMARIZING

- Skimming a text
- Scanning a book for specific details
- What is Plagiarism

- How to avoid Plagiarising a text
3. PARAPHRASING
- Acknowledging
 - How to paraphrase – changing word-order, changing word-class and vocabulary substitution
 - Paraphrasing, and Quoting Sources
 - Using Direct Quotations
 - Referencing
4. DISCOURSE LEVEL: COHERENCE AND COHESION
- Introduction: Identifying effective and ineffective writing styles.
 - Macro features
 - Micro features
 - Exercises to test Structure, Flow, Sequencing etc.
5. REPORT WRITING (FIELD REPORTS, TERM PAPERS)
- Function
 - Planning: making a Mind Map
 - Developing a theme
 - Integration: Structure and format
 - Synopsis writing as a mind map of the proposed research
 - Abstract writing
6. READING, NOTE MAKING & CRITICAL THINKING
- Reading Broadly and Narrowly
 - Critical Reading towards Critical Writing (Reading Critically)
 - How to Get the Most out of Reading (Reading Efficiently)
 - Committing tentatively to a position
 - Taking a position on the Question
 - Taking Notes from Research Reading (Recommended Strategies, Direct and Indirect Quotes)
7. PRESENTATIONS
- Preparation and Planning
 - Creating Interest and Establishing a Relationship with the Audience
8. RE-READING YOUR THESIS FOR GRAMMAR, PUNCTUATION AND STYLE
- Errors in Grammar
 - Errors in language use
 - Punctuation Errors
 - Referencing style and format

Textbooks/workbooks suggested for the students

- Murphy, Raymond. 1992. *Elementary English Grammar (2nd edition)*. Cambridge University Press.
- Murphy, Raymond. 1994. *Intermediate English Grammar (2nd edition)*. Cambridge University Press.
- Hewings, Martin. 1999. *Advanced English Grammar*. Cambridge University Press.
- Gupta, Renu. 2010. *A Course in Academic Writing*. Orient Blackswan, New Delhi.
- McCarthy, Michael and Felicity O'Dell. 2009. *Academic Vocabulary in Use: 50 Units of Academic Vocabulary Reference and Practice; Self-study and Classroom Use*. Cambridge University Press.

Suggested readings and references for the entire course

- Jordan, R. R. 1999. *Academic Writing Course*. Harlow: Longman.
- Oshima, Alice and Ann Hogue. 2007. *Introduction to Academic Writing (The Longman Academic Writing Series)*. Longman.
- McCarthy, Michael and Felicity O'Dell. 2009. *Academic Vocabulary in Use: 50 Units of Academic Vocabulary Reference and Practice; Self-study and Classroom Use*. Cambridge University Press.
- Morley, John et al. 2007. *University Writing Course*. Newbury, Berkshire: Express Publishing.
- Strunk, William Jr. 2000. *The Elements of Style (4th edition)*. Boston: Allyn & Bacon.
- Swales, John M. and Christine B. Feak. 2004. *Academic Writing for Graduate Students*. Ann Arbor: University of Michigan Press.