

THE UNIVERSITY OF ZAMBIA
SCHOOL OF EDUCATION
DEPARTMENT OF LANGUAGE AND SOCIAL SCIENCES EDUCATION

LTC 1100 ACADEMIC WRITING AND STUDY SKILLS

AIM

This course aims at preparing students with academic writing skills by developing an awareness of the theory and conventions of Academic Writing and Study Skills.

OBJECTIVES

By the end of the course, students should be able to:

- a) demonstrate understanding of libraries
- b) apply good reading and study skills
- c) understand the concept of academic writing
- d) use appropriate language for academic writing
- e) write a professional essay coherently with clear referencing style.
- f) establish the nature and complexity of academic literacy.
- g) distinguish different types of referencing systems.
- h) demonstrate good presentation skills.
- i) apply maxims appropriately.
- j) use appropriate grammar and vocabulary to consolidate writing skills
- k) demonstrate mastery of various study skills
- l) produce edited and properly formatted essays.
- m) Write official documents correctly.

CONTENT

1. Introduction to Academic Writing and Study Skills
 - (a) Meaning of academic writing
 - (b) Meaning of Study Skills
2. Features of Academic Writing
 - (a) Characteristics of academic materials
 - (i) Formal vs informal language
 - (ii) Responsibility and giving credit.
 - (iii) Logical presentation
 - (iv) Referencing style/guide
 - (v) Precision and accuracy in facts and figures
 - (vi) Avoid hedging (certainty and uncertainty)
 - (b) Grice's Conversational Maxims (Cooperative Principal Theory)
 - (i) The Maxim of Quality

- (ii) The Maxim of Quantity
 - (iii) The Maxim of Relevance
 - (iv) The Maxim of Manner
3. Writing An Essay (Handwritten and Computer-typed)
- (a) Structural format of an academic essay
 - (b) Packaging paragraphs
 - (c) Cohesion and coherence
 - (i) Cohesion: Reference, Substitution, Ellipsis, Conjunction, Lexical Cohesion
 - (ii) Coherence: Pragmatic Inferencing; Knowledge Structure: Top_down and Bottom- up Processing.
 - (d) Use of transitions
 - (e) How to type an essay (Visit Computer Lab).
4. Referencing
- (a) Systems of referencing or Referencing styles
 - (i) APA Guide
 - (ii) OSCOLA Guide
 - (iii) Chicago Guide
 - (b) Meaning of Referencing, Citation, Quotation (Direct, Indirect and mixed), Plagiarism, Source and Paraphrasing.
 - (c) References, Bibliography and Annotated Bibliography
 - (d) Locating books and articles online (Visit Computer Lab)
 - (i) Copying, typing and formatting references
 - (ii) Revisit typing activity
 - (e) Primary, Secondary and Tertiary Sources
5. Use of the Library and Sources of Data
- (a) Physical and Virtual Library
 - (b) Sections of a Library
 - (c) Locating books, Articles and other sources in the physical and virtual Library
 - (d) Rules in Libraries
6. Reading Skills
- (a) Skimming
 - (b) Scanning
 - (c) Intensive Reading
 - (d) Extensive Reading
7. Study Skills
- (a) Note Making (taking)
 - (b) Memorisation

- (c) Mnemonics
- (d) Cue
- (e) Examination Study skills
- (f) PQRST
- (g) Chunking

(8) Orientation to Essays and Examination questions

- (a) Verbs examiners use to ask questions
- (b) How to respond to questions

(9) Introduction to Grammar

- (a) The Concept of Grammar
- (b) Parts of Speech
- (c) Tenses
- (d) Sentences
- (e) Linking words
- (f) Punctuation
- (g) Miscellaneous grammar

(10) Logic in Academic writing

- (a) Definition
- (b) Inductive versus deductive reasoning
- (c) Common logical fallacies

(11) Communication skills

- (a) The concept of communication
- (b) Process of Communication
- (c) Modes of communication
- (d) Medium of communication
- (e) Channels of Communication in an organization
- (f) Traditional and Modern ways of Communication
- (g) Communication barriers

12. Oral Communication and Public Address

- (a) Listening and Speaking
- (b) Types of listening
- (c) Techniques for effective listening
- (d) The structure of a lecture/talk
- (e) Public Speaking
- (f) Interviews

13. Writing Official Documents

- (a) Letter writing
- (b) Minutes
- (c) Reports
- (d) Memoranda

14. Overview of the Course

METHOD OF TEACHING

3 hours of lectures per week

1 hour of tutorials per week

ASSESSMENT

CONTINUOUS ASSESSMENT	50%
Two written assignments of equal weight	10%
One Quiz Test Every Month	30%
Attendance	10%
EXAMINATION	50%

PRESCRIBED READING

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Herman, D., & Redfield, M. (1989). Academic Writing. *PMLA*, 104(5), 898-899.

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Bremer, Rod. *The Manual - A guide to the Ultimate Study Method* (USM). (Amazon Digital Services)

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Pecorari, D. (2008) *Academic Writing and Plagiarism: A Linguistic Analysis*. London & New York: Continuum

Royal Literary Fund: *Mission Possible: the Study Skills available at*

http://www.rlf.org.uk/fellowshipscheme/writing/mission_possible.cfm

Rwehumbiza, R. (2013). *Understanding Examination Techniques and Effective study Strategies*. Dar-es-salaam: Mikumi.

Stangl, W., Robinson, F. P. (1970). *Effective study*. New York: Harper & Row.

"The PQRS Method of Studying". stangl-taller.at. Retrieved 2009-02-01.

Kaul A. (2013) *effective business communication*, new Delhi, PHI Learning Private Limited

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Martins H. (1997). *Steps to English composition Book iv. College Essays*. Ram Nagar, New Delhi-110055

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