

RES 502: Academic Writing

Credit Hours: 2
Lecture Hours: 32 hrs.

Course Objectives

Upon completion of this course, students will be able to:

- Analyze and evaluate various forms of business communication
- Develop and deliver effective messages to different audiences in various business contexts;
- Understand the importance of communication in building professional relationships and managing conflict;
- Apply critical thinking skills to assess and improve their own communication practices.

Course Description

This course reflects the interests and issues of contemporary business studies. It details the academic writing process from start to finish and presents all the key writing skills in the context of business. It takes into account the writing challenges faced by international students and focuses on difficulties with vocabulary, critical thinking skills with regard to reading and writing, and answering specific questions logically. Also, the course deals with issues around plagiarism and referencing skills.

Course Details

The course is divided into the following four units:

Unit 1: The Writing Process –

8LHs

Background to Writing
Critical Reading
Avoiding Plagiarism
From Understanding Titles to Planning
Finding Key Points and Note-making
Summarising and Paraphrasing
References and Quotations
Combining Sources
Organizing Paragraphs
Introductions and Conclusions
Rewriting and Proofreading
Working in Groups
Revision Exercise

Unit 2: Elements of Writing –

8 LHs

Argument and Discussion
Cause and Effect
Cohesion
Comparisons
Definite Articles
Definitions
Examples
Generalisations
Passives

Problems and Solutions
Punctuation
Singular or Plural
Style
Visual Information
Revision Exercise

Unit 3: Vocabulary for Writing –

8 LHs

Approaches to Vocabulary
Abbreviations
Academic Vocabulary: Nouns and Adjectives
Academic Vocabulary: Verbs and Adverbs
Conjunctions
Numbers
Prefixes and Suffixes
Prepositions
Synonyms
Time Markers

Unit 4: Writing Models –

8 LHs

Case Studies
Formal Letters and Emails
Literature Reviews
Longer Essays
Reports
Surveys
Revision Exercise

Suggested Readings

Bailey, S. *Academic writing for international students of business*. 2nd ed., Routledge, 2015.

Bartholomae, D., and P. Anthony, eds. *Ways of Reading*. Bedford, 2005.

Bauman, M. G. *Ideas and Details: A guide to college writing*. Wadsworth, 2007.

Kathryn R., and P. Lentz. *Business Communication: Building critical skills*. 7th ed., McGraw Hill Education, 2016.

Kelly, M. Q., and Shawn T. Wahl. *Business and Professional Communication: KEYS for workplace excellence*. 4th ed., SAGE, 2020.