Academic Practice and Writing

Course number	3131 (Business Administration)
Lecturer	Ms Jovy / Ms Pavlidis
ECTS	2
Number of semester hours	2
Type	PLV
Duration	2.5 days
Prerequisites	None
Type of exam	Compulsory attendance and participation
Objectives	- Following completion of this module the student will be able to demonstrate that they can: - Find, evaluate and synthesize information from a variety of sources - Produce a piece of written academic work with appropriate referencing - Write a coherent and well-structured essay - Apply a proper format for referencing work - Use appropriate linguistic register - Demonstrate a mature writing style appropriate for term papers and bachelor master thesis - Develop working relationships using teamwork and recognizing and respecting different perspectives - Demonstrate high degree of professionalism e.g. initiative, motivation and self-management
Content	- Introduction to the requirements of academic work - Understanding the language of academic writing: vocabulary, grammar and style - Identify literary sources for research in the English language using libraries, databases and search engines - Presentation and practice of the most useful and frequently-used academic vocabulary and phrases - Structuring and referencing work - Practice of academic writing in real-life contexts including extracts from essays, reports and presentations
International applicability	Producing academic work in English speaking countries
Bibliography	- McCarthy, M. & O'Dell, F. (2008). Academic vocabulary in use. Cambridge University Press - Bailey, S. (2011). Academic writing a handbook for international students. Routledge
Forms of instruction	Workshop
Workload	60h
Language of instruction	English
Availability	Every summer semester