

Faculty of Philology / Translation Studies - Modul S4: English and French / Academic Writing (English)

Course:	Academic Writing (English)			
Course ID	Course status	Semester	ECTS credits	Lessons (Lessons+Exercises+Laboratory)
7019				
Programs	Translation Studies - Modul S4: English and French			
Prerequisites	BA degree in the English language			
Aims	Raising the general level of academic literacy in English with a focus placed on the organization and level of language; equipping students with specific skills of writing different types of shorter and longer texts.			
Learning outcomes	After passing the exam, the student will be able to: - recognize and explain the specific traits of English academic discourse; - organize ideas in a systematic, clear and logical manner typical of the Anglo-American style of writing, employing suitable academic vocabulary and structures; - write abstracts and summarize in the written form ideas about a specific topic based on the given texts; - analyze other students' abstracts, summaries and essays written in English; - recognize and apply technical rules in academic writing; - distinguish the basic forms of plagiarism from original writing; - apply and adjust academic writing skills to other forms of formal writing in other contexts, such as business proposals, reports, motivation letters etc.			
Lecturer / Teaching assistant	Doc.dr Olivera Kusovac			
Methodology	Introducing specific types of texts, discussing problems related to the writing of specific texts with the use of concrete practical exercises, critical analysis of assignments, their editing and improvement etc.			
Plan and program of work				
Preparing week	Preparation and registration of the semester			
I week lectures	Introduction to the course; Getting started: process, purpose and audience			
I week exercises	Introduction to the course; Getting started: process, purpose and audience			
II week lectures	Writing a paragraph - Unity and Simple Outlining			
II week exercises	Writing a paragraph - Unity and Simple Outlining			
III week lectures	Paraphrasing and summarizing			
III week exercises	Paraphrasing and summarizing			
IV week lectures	Writing a summary - skills and strategies			
IV week exercises	Writing a summary - skills and strategies			
V week lectures	Scientific abstract - purpose and structure			
V week exercises	Scientific abstract - purpose and structure			
VI week lectures	Writing an abstract - skills and strategies			
VI week exercises	Writing an abstract - skills and strategies			
VII week lectures	Midterm exam			
VII week exercises	-			
VIII week lectures	Essay Planning and Outlining; Introductory and Concluding Paragraphs			
VIII week exercises	Essay Planning and Outlining; Introductory and Concluding Paragraphs			
IX week lectures	Essay Coherence; Patterns of Essay Organization			
IX week exercises	Essay Coherence; Patterns of Essay Organization			
X week lectures	Writing Business Materials - Proposals			
X week exercises	Writing Business Materials - Proposals			
XI week lectures	Writing Business Materials - Reports			
XI week exercises	Writing Business Materials - Reports			
XII week lectures	Make-up exam			

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XII week exercises	-					
XIII week lectures	Writing Business Materials - CV and cover letters					
XIII week exercises	Writing Business Materials - CV and cover letters					
XIV week lectures	Writing Research Papers (technical instructions)					
XIV week exercises	Writing Research Papers (technical instructions)					
XV week lectures	Writing Research Papers (research and planning)					
XV week exercises	Writing Research Papers (research and planning)					
Student workload	per week 4 credits x 40/30 = 5 hours and 20 minutes Structure: - 1 hours of lectures and discussions - 1 hour of exercises - 3 hrs 20mins of individual work per semester Classes and final exam 5hrs 20mins x 16 = 85 hrs and 20mins Necessary preparation before the beginning of the semester (administration) 2 x 5hrs 20mins = 10 hrs 40mins Total load for the course 4 x 30 = 120 hours Additional work for preparation of exams in the make up examination term of 0 do 30 hours (remaining time from the first two items out of the total workload for the course). Structure of the workload 85 hrs 20mins (classes) + 10 hrs 40mins (preparation) + 24 hrs (additional work)					
Per week			Per semester			
credits x 40/30=0 hours and 0 minuts 0 sat(a) theoretical classes 0 sat(a) practical classes 0 excercises 0 hour(s) i 0 minuts of independent work, including consultations			Classes and final exam: 0 hour(s) i 0 minuts x 16 =0 hour(s) i 0 minuts Necessary preparation before the beginning of the semester (administration, registration, certification): 0 hour(s) i 0 minuts x 2 =0 hour(s) i 0 minuts Total workload for the subject: x 30=0 hour(s) Additional work for exam preparation in the preparing exam period, including taking the remedial exam from 0 to 30 hours (remaining time from the first two items to the total load for the item) 0 hour(s) i 0 minuts Workload structure: 0 hour(s) i 0 minuts (cources), 0 hour(s) i 0 minuts (preparation), 0 hour(s) i 0 minuts (additional work)			
Student obligations			Regular attendance, active participation in class exercises and discussions, writing assignments, one midterm and one final exam.			
Consultations			By email at any time and in the office according to the official schedule set on a year-to-year basis.			
Literature			A. Oshima and A. Hogue, Writing Academic English; E. McPherson and G. Cowan, Plain English Please; on-line resources (Purdue Writing Lab)			
Examination methods			Midterm exam – 42 points Final exam – 42 points Attendance – 8 points Assignments – 8 points (4 X 2 points)			
Special remarks						
Comment						
Grade:	F	E	D	C	B	A
Number of points	less than 50 points	greater than or equal to 50 points and less than 60 points	greater than or equal to 60 points and less than 70 points	greater than or equal to 70 points and less than 80 points	greater than or equal to 80 points and less than 90 points	greater than or equal to 90 points