

## Academic Writing Skills

### Module Information

2022.01, Approved

#### Summary Information

Module Code	4500IRICBT
Formal Module Title	Academic Writing Skills
Owning School	Humanities and Social Science
Career	Undergraduate
Credits	15
Academic level	FHEQ Level 4
Grading Schema	40

#### Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

#### Partner Teaching Institution

Institution Name
International College of Business and Technology

#### Learning Methods

Learning Method Type	Hours
Lecture	45

#### Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	12 Weeks

#### Aims and Outcomes

Aims	The aim of this module is to enable the student to acquire, develop and deploy skills of rational thought and critical analysis
------	---

**After completing the module the student should be able to:**

### Learning Outcomes

Code	Number	Description
MLO1	1	Identify the concepts and process of ethical academic writing.
MLO2	2	Conduct a research on a topic of interest.
MLO3	3	Demonstrate skills and competencies, including written and spoken communication skills.
MLO4	4	Interpretation and presentation of data in various forms.

### Module Content

Outline Syllabus	Ethical writing – meaning, ethical framework, importance of ethics in writing, ethical code of practice in academic writing. Academic writing – researching for writing, reading for writing, connecting reading and writing, writing the body paragraph, introduction and conclusion. Use of vocabulary and spelling. Use of referencing in text and end text, use of tables, charts, graphs and figures, producing quality written assignments. Critical thinking – introduction to critical thinking, what is and what is not an argument? Reading, sequencing and selection of reading materials. Standards of critical thinking – accuracy, precision, relevance, depth and breadth. Presentations – academic skills for presentations, the audience, the objective of presentation, techniques of effective presentations, structuring the presentation, visual presentation aids, clarity and persuasion, non-verbal communication, opening and closing, time management, coordination among group presenters.
Module Overview	
Additional Information	Recommended reading: Anderson, M., Nayar, P.K., and Sen, M, (2010), Critical Thinking, Academic Writing and Presentation Skills, Pearson publication Bovee, C.L. & Thill, J.V., (2012), Business Communication Today, (11th edition), Global edition, Pearson publication

### Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Essay	3000 word Essay	100	0	MLO1, MLO2, MLO3, MLO4

### Module Contacts

#### Module Leader

Contact Name	Applies to all offerings	Offerings
Matthew Hill	Yes	N/A

#### Partner Module Team

Contact Name	Applies to all offerings	Offerings
--------------	--------------------------	-----------