

**HW0001**
**Introduction to Academic Communication**

**Study year** : NTU Undergraduates  
**Academic units** : Nil (Pass/Fail)  
**Pre-requisite** : Nil  
**Tutorial hours** : 22 (weekly tutorials of 2 hours)

## CONTENT

This course is a one-semester proficiency course for Nanyang Technological University undergraduates. The aim of this course is to support students in their academic writing and reading skills across a wide range of disciplines. This course will provide opportunities for students to read current event articles widely and critically. As a result, students will learn to evaluate opinions and formulate well-substantiated arguments.

## LEARNING OUTCOMES

Upon successful completion of the course, the students should be able to:

1. construct dynamic and grammatical sentences;
2. construct paragraphs using appropriate signal words, sentence structures and organizational patterns;
3. read widely and critically across a wide spectrum of topics;
4. summarize and paraphrase articles in your own words;
5. evaluate, critique and justify opinions based on reasons and arguments in a credible and analytical manner;
6. deliver a coherent and effective presentation in a confident manner.

## COURSE SCHEDULE

Week	Tutorial topics	Reading/Activities
1	No tutorial	-
2	No tutorial	-
3	Sentence structure	Unit 1 1. Structure sentences properly; 2. Use elaborate verbs; 3. Expand your vocabulary; 4. Use the active voice; and 5. Avoid common errors like sentence fragments and run-on sentences.

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Week	Tutorial topics	Reading/Activities
4	Paragraph structure (I)	Unit 2 <ol style="list-style-type: none"> <li>1. Construct a simple paragraph;</li> <li>2. Identify and construct topic sentences;</li> <li>3. Write supporting sentences; and</li> <li>4. Write the concluding sentence.</li> </ol>
5	Paragraph structure – Compare and contrast paragraphs	Unit 3 <ol style="list-style-type: none"> <li>1. Analyse similarities and differences within a written passage; and</li> <li>2. Develop paragraphs using compare and contrast sentences structures and transition words.</li> </ol>
6	Paragraph structure – Cause and effect paragraphs	Unit 4 <ol style="list-style-type: none"> <li>1. Construct sentences using cause and effect signal words;</li> <li>2. Understand cause and effect relationships; and</li> <li>3. Write a cause and effect paragraph.</li> </ol>
7	Summarising and Paraphrasing	Unit 5 <ol style="list-style-type: none"> <li>1. Identify the purposes of paraphrasing for essay writing; and</li> <li>2. Practise some basic writing strategies for producing a paraphrase.</li> </ol>
8	Summarising and Paraphrasing	Unit 6 <ol style="list-style-type: none"> <li>1. Identify the purposes of summarising a reading; and</li> <li>2. Practise some basic writing strategies for producing a summary.</li> </ol>
9 & 10	Reader response essay	Unit 7 <ol style="list-style-type: none"> <li>1. Identify the definition and purpose of a reader response essay;</li> <li>2. Establish connections between reader responses and your own academic practices; and</li> <li>3. Practise some basic strategies for writing a reader response.</li> </ol>

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Week	Tutorial topics	Reading/Activities
11	Oral presentation	Unit 8 1. Recognise basics skills and techniques for presentations including: delivery mode, language, voice and non-verbal communication; and 2. Prepare confidently for a 3-minute presentation in class.
12	In-class presentations	Student presentations
13	In-class presentations; Course review	Student presentations

## STUDENT ASSESSMENT

Students will be assessed by 100% continuous assessment based on the following components.

Assessment	Weighting
<b>Written assignments</b> Students will demonstrate their skills learned in this course through 3 written assignments. All assignments are individual.	<b>65%</b>
<b>Academic presentations</b> Students will give a three-minute oral presentation that is based on their third assignment.	<b>20%</b>
<b>Class participation</b>	<b>15%</b>

## TEXTBOOKS/REFERENCES

The course pack has been designed by the Language and Communication Centre.