



SYLLABUS
ACADEMIC WRITING

for students

field of knowledge 05 Social and behavioral sciences
specialty 054 "Sociology"
educational level master
educational program "Gender Studies"
type of discipline compulsory

Form of study Full-time
Academic year 2021/2022
Semester 1
ECTS credits 3
Language of instruction, and evaluation English
Form of final control pass-exam

Lecturer: Alla MALII

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APPROVED

Head Department of
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Tamara BABENKO

Protocol № 10 from "25" february 2021

Approved by the scientific - methodical commission of the Institute of Philology

Protocol from "22" february 2021 № 8
Chairman of the scientific-methodical commission Oleksa Oksana ZUBAN

Approved by the scientific - methodical commission of the Faculty of Sociology

Protocol from "31" 08 2021 № 1
Chairman of the scientific-methodical commission Tetiana Tetiana CHERVINSKA

1. **The goal of the course** - formation of students' English-speaking professional-oriented communicative competence at the C1 level to ensure effective written communication in a professional environment, abstracting, annotation of original English-language professional literature, as well as mastering various types of academic writing, which will combine knowledge and skills in the field of academic interests

2. **Preliminary requirements:**

1. *Students must know:* lexical and grammatical material necessary for understanding and producing professional English texts; methods of writing an academic work; speech samples specific to official and conversational registers of professional speech; lexical and grammatical material necessary for understanding and producing professionally-oriented texts; basic rules of English syntax.

2. *Students should be able to:* discuss learning and specialization issues to reach an understanding with the other person; find textual, graphic, audio and video information contained in English-language professional materials, using appropriate search methods and terminology; prepare public presentations on sectoral issues; analyze English-language sources to obtain data that are necessary for professional tasks; translate and understand professional texts using bilingual terminology dictionaries.

3. **Abstract of the course:**

"Academic writing" is one of the obligatory subjects for students in the first year of master's degree at the Faculty of Sociology and is part of the educational and professional training program for the educational and qualification level "master". The content of the discipline and methods of its teaching are aimed at developing skills and abilities to solve communicative problems of any degree of complexity, which will combine knowledge of the profession and skills and abilities in the field of academic and professional interests. In the proposed content parts of the discipline the educational material of practical classes is adapted to the student audience of the educational program "Gender Studies" of the specialty "Sociology".

4. **Tasks (learning objectives):**

The main objectives of the discipline are the formation of skills to identify and create in English samples of all types of academic writing on professional topics (namely, scientific articles, abstracts, annotations, author's annotations and summaries, etc.), as well as the development of situational communication skills (such as participation in a scientific conference or discussion, business and scientific correspondence), which involves mastery of stylistic, lexical and grammatical patterns of this type of scientific activity; teaching students to choose appropriate language means of communication depending on the discourse.

This is aimed at forming competencies:

- 3K01 Ability to abstract thinking, analysis and synthesis.
- 3K04 Ability to work in an international context
- CK05 Ability to discuss the results of sociological research and projects in Ukrainian and Foreign languages

5. **Learning outcomes of the discipline:**

(1. know; 2. be able; 3. communication; 4. autonomy and responsibility)		Forms (and / or methods and technologies) of teaching and learning	Assessment methods and criteria	Percentage in the final grade
Code	Learning Outcome			
1.1	lexical minimum for obtaining, producing and exchanging professional information on the topic; general rules of citation and references to sources from the specialty; basic rules of academic text syntax; language forms specific to official and colloquial registers of professional speech;	Lecture, Workshops Individual work	Workshops assignments academic essay Final control work	10%

1.2	types of diagrams, types of graphs; ways to quickly read professional texts; the structure of a concise translation of a professional text; ways to quickly and efficiently search and process scientific information	Lecture, seminar, pair work, independent work	Workshops assignments academic essay Final control work	10%
1.3	peculiarities of terminology of professional texts on sociology; general rules for writing a report; different types and structure of academic professional text; rules for constructing different types of schedules; stylistic discursive features of a scientific text	Lecture, Workshops Individual work	Workshops assignments Final control work	10%
1.4	methods of writing structured scientific work; types of presentations; speech samples for discussion on a professional problem; rules for compiling a bibliography; basic rules of syntax of a scientific text	Lecture, Workshops Individual work	Workshops assignments Final control work	10%
2.1	to communicate in written and oral forms within the professional subject, to correctly apply the grammatical structures; understand the necessary information in foreign printed and electronic sources on sociological topics, read authentic texts; express their point of view on a professional problem, giving arguments "for" and "against"	Workshops Individual work	Workshops assignments academic essay Final control work	10%
2.2	use grammatical structures inherent in the academic style, present the information using diagrams, tables, graphs, charts; read and understand the main ideas of the text in the specialty; participate in discussions and debates	Workshops Individual work	Workshops assignments academic essay Final control work	10%
2.3	To write an abstract to a professional scientific text in English	Workshops Individual work	Workshops assignments	10%
3	analyze, compare, classify professional information, see the relationship between parts of the whole, as well as find differences between facts and consequences, assess the significance of information; write an academic essay		academic essay, Final control work	20%
4	Fluently communicate on professional topics in English	workshops	Workshops assignments	10%

6. **The correspondence of the results of studying with program learning outcomes**

Learning outcomes of the discipline (code)	1.1	1.2	1.3	1.4	2.1	2.2	2.3	3	4
Program learning outcomes (IIP)									
IIP06 Fluently communicate orally and in writing in Ukrainian and one foreign language when discussing professional issues, research and innovation in the field of sociology and related sciences, including in the context of cooperation with European and Euro-Atlantic institutions				+	+	+	+	+	+
IIP08 To convey knowledge, own conclusions and arguments on sociology and related fields of knowledge to professionals and non-specialists, in particular to students.	+	+	+				+	+	+

IIIP11 Summarize the results of their own research and present them in scientific reports, publications				+	+	+	+			
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7. Scheme of evaluation.

7.1 Forms of Student Assessment:

- Semester assessment:

	Min	Max
Assignments for workshops (PH1.1, PH1.2, PH2.1, PH3, PH 4)	42	70
Academic Essay (PH1.1, PH1.2, PH 2.1, PH 2.2, PH 2.3)	9	15
Final control work (PH1.1, PH1.2, PH1.3, PH1.4, PH2.1, PH2.2, PH3)	9	15
Total	60	100

A final evaluation: in the form of a pass-exam

The score is based on the results of the student's work throughout the semester and does not include additional assessment measures for successful students.

- conditions of admission to the final grade:

For students who have scored a total of less points than a critical minimum of 60 points, to proceed the pass-exam, it is obligatory to submit papers (assignments for individual work) and to present the final control work.

7.2 Organization of evaluation:

1. Assignments for workshops topics 1-7.
2. Academic Essay – after topic 4.
3. Final control work – after topic 7.

7.3 Table of the course grades correspondence:

Passed	60-100
Failed	0-59

8. The structure of the discipline. Thematic plan of lectures and workshops

№ п/п	Topic	Hours		
		Lectures	Workshops	Individual work
1. Processing scientific information as the preparatory stage for academic writing.				
Writing academic essay				
1	Types of academic writing. Principles of finding and processing information.	2	2	8
2	Language and style of academic writing.	2	2	8
3	Avoiding plagiarism. Quoting, paraphrasing and summarizing in academic writing.	2	2	8
4	Types of academic essays. Structuring an essay considering its type.	2	2	8
2. Oral and written scientific communication				
5	Types of academic abstracts and annotations. Peculiarities of critical annotations.	2	2	8
6	Preparing oral presentation.	2	2	8
7	Publishing a scientific article. Writing a cover letter and CV	2	2	8
	Final control work	-	-	4
	TOTAL	14	14	60

The total amount of 90 hours, including:

Lectures - 14 hours.

Workshops - 14 hours.

Consultations – 2 hours

Individual work - 60 hours.

9. Recommended sources:

Basic: (Basic)

1. ElsVanGeyte. Writing. Learn to Write Better Academic Essays.– Harper Collins Publishers, 2013. – ISBN 978 -0 - 00 -750710 -8
2. Peter Chin. Yuza Koizumi. Samuel Reid. Sean Wray. Yoko Yamazaki. Academic Writing Skills. Student's Book 1. – Cambridge University Press, 2012. - ISBN 978 – 4 – 903049- 14 – 4.
3. Peter Chin. Yuza Koizumi. Samuel Reid. Sean Wray. Yoko Yamazaki. Academic Writing Skills. Student's Book 2. – Cambridge University Press, 2012. - ISBN 978 – 4 – 903049- 14 - 4
4. Merriam-Webster'sguidetobusinesscorrespondence. Springfield, Mass.: Merriam-Webster. 1993. ISBN 0-87779-131-7.
5. McLean, Scott (2010). Businesscommunicationforsuccess. Nyack, NY: FlatWorldKnowledge. ISBN 978-0-9823618-5-6.

Additional:

1. Becher, Tony, andPaulTrowler (2001). AcademicTribesandTerritories: IntellectualEnquiryandtheCultureofDisciplines, 2nd edn (Buckingham: OpenUniversityPress)
2. Booth, Wayne C., Gregory G. Colomb, andJoseph M. Williams (2008). TheCraftofResearch, 3rd ed. edn (Chicago: UniversityofChicagoPress)
1. Borg, Erik (2003). 'DiscourseCommunity', EnglishLanguageTeaching (ELT) Journal, 57, 4, pp. 398–400
3. Canagarajah, A. Suresh (2002). A GeopoliticsofAcademicWriting (Pittsburgh: UniversityofPittsburghPress)
4. Clare, Judith, andHelenHamilton (2003). WritingResearch: TransformingDataintoText (Edinburgh: ChurchillLivingstone)

5. Coinam, David (2004). 'Concordancing Yourself: A Personal Exploration of Academic Writing', *Language Awareness*, 13, 1, pp. 49–55
6. Creme, Phyllis, and Mary R. Lea (2008). *Writing at University: A Guide for Students*, 3rd edn (Maidenhead: McGraw-Hill; Open University Press)
7. Goodall, H. Lloyd, Jr. (2000). *Writing Qualitative Inquiry: Self, Stories, and Academic Life* (Walnut Creek, CA: Left Coast Press)
8. Hyland, Ken (2004). *Disciplinary Discourses: Social Interactions in Academic Writing*, Michigan classic sedn (Ann Arbor; London: University of Michigan Press)
9. Johns, Ann M. (1997). *Text, Role and Context: Developing Academic Literacies* (Cambridge: Cambridge University Press)
10. King, Donald W., Carol Tenopir, Songphan Choemprayong, and Lei Wu (2009). 'Scholarly Journal Information Seeking and Reading Patterns of Faculty at Five U.S. Universities', *Learned Publishing*, 22, 2, pp. 126–144
11. Murray, Rowena, and Sarah Moore (2006). *The Handbook of Academic Writing: A Fresh Approach* (Maidenhead: Open University Press)
12. Prior, Paul A. (1998). *Writing/Disciplinarity: A Sociohistoric Account of Literate Activity in the Academy* (Mahwah, NJ; London: Lawrence Erlbaum)
13. Richards, Janet C., and Sharon K. Miller (2005). *Doing Academic Writing in Education: Connecting the Personal and the Professional* (Mahwah, NJ: Lawrence Erlbaum)
14. Thomas, L. Sue Baugh; Maridell Fryar; David A. (1996). *How to write first-class business correspondence: the handbook for business writing* (1996 printing. ed.). Lincolnwood, Ill: NTC Publ. Group. ISBN 0-8442-3405-2.

Internet-sources:

1. www.readytoresearch.ac.uk Useful information on English for academic purposes, academic phrasebank, self-assessment, grammar guide etc.
2. www.digitalscholarship.ac.uk
3. www.aber.ac.uk/media/Students/elb9501.html
4. www.bestpractice.uk.com/learningzone/literacydocs/Taking%20part%20in%20discussions.pdf
5. http://en.wikipedia.org/wiki/Scientific_literature
6. http://en.wikipedia.org/wiki/Persuasive_writing