

**Introductory Technical Writing (02CA101 / 02CA102)
2019-20 Syllabus**

Instructor	Neil Millar		
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Office	SB0807		
Office hour	Please send an email to arrange a convenient time.		
Course code	02CA101 / 02CA102	Credit	2
Field	English for Academic Purposes		
Type	seminar	Level	This course is open to all PhD students and Master's students planning to study for a PhD.
Term (module) / day / period	Spring AB / Fall AB Tuesday 5 th & 6 th period		
Room	SB112		
Course aims / overview	In this course students will develop skills for effective academic writing in technical and semi-technical subjects. Topics will include (1) writing in an appropriate academic style, (2) writing coherent paragraphs, (3) making a text 'flow' (cohesion), (4) describing processes, (5) commenting on data, and (6) paraphrasing other authors' work. Students will learn how to produce a number of key text types including problem-solution texts, data commentaries and summaries. In class students will analyse and discuss both simplified texts and extracts from authentic research articles. Throughout the course students will apply what they learn to construct a series of short texts, some of them related to research in their own field.		
Requirements	There are no prerequisites for taking this course. Please send an email to the instructor with the following information: <ol style="list-style-type: none"> 1. A brief self-introduction 2. Your TOEIC, TOEFL and/or IELTS score 3. A brief description of your research (e.g. two or three sentences) 		
Set text	There is no set textbook for this course. Materials will be distributed in class by the instructor.		
Assessment	Assessment will be based on the following: <ol style="list-style-type: none"> 1. attendance and participation 2. a series of written tasks submitted throughout the course 		
Use of English in class	Classes will be conducted in English.		