Introductory Technical Writing (0AL0000 / 0AL0001)
Course Description (2021)

Instructor	Neil Millar
Email	millar.neil.gm[at]u.tsukuba.ac.jp
Office	SB0807
Office hour	Please send an email to arrange a convenient time.
Orientation video	https://vimeo.com/524568624
Course code	Spring - 0AL0000 / 02CA101* (*pre-2019 enrollment) Fall - 0AL0001 / 02CA102* Credit 2
Field	English for Academic Purposes
Type	Seminar Level PhD / Master's
Term/day period	Spring AB OR Fall AB / Tuesday 5th & 6th period
Class size	Maximum 50 students taking course for credit
Room	Online using Zoom – see Manaba for joining instructions
Course aims / overview	In this course students will develop skills for effective academic writing. Topics will include (1) writing in an appropriate academic style, (2) sentence and paragraph structure, (3) making a text 'flow' (cohesion), (4) writing definitions, and (5) describing processes. Students will learn how to produce a number of key text types including extended definitions and problem-solution texts. There will be a strong focus on vocabulary development using the Academic Word List. Outside class, each week, students will complete self-study vocabulary, grammar exercises and short writing tasks. Students will receive personalized feedback on assessed writing tasks.
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After the first two weeks, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.
Requirements	There are no prerequisites for taking this course.
Set text	Materials will be distributed in class by the instructor.
Assessment	Assessment will be based on the following: 1. Attendance 2. Completion of homework activities 3. Score on vocabulary and content quizzes 4. Score on assessed writing tasks
English in class	Classes are conducted in English.

Advanced Technical Writing (0AL0002/ 0AL0003)
Course Description (2021)

Instructor	Neil Millar
Email	millar.neil.gm[at]u.tsukuba.ac.jp
Office	SB0807
Office hour	Please send an email to arrange a convenient time.
Orientation video	https://vimeo.com/524568624
Course code	Spring - 0AL0002 / 02CA103* (*pre-2019 enrollment) Fall - 0AL0003 / 02CA104* **Credit** 2
Field	English for Academic Purposes
Type	Seminar **Level** PhD / Master's
Term/day period	Spring AB OR Fall AB / Thursday 5th & 6th period
Class size	Maximum 12 students taking course for credit
Room	Online using Zoom (see Manaba for joining instructions).
Course aims / overview	In this course, students construct a short research paper based an aspect of their own research. Students will develop a plan for their research paper and learn how to construct the sections that typically make up a research article (Introduction, Methods, Results, Discussion). There will be a strong focus on analysing texts in order to understand the type of information contained in each of the sections, how it is organised, and the typical language features (e.g. vocabulary, grammar structures and phrases). Students will also learn how to use text analysis tools to help them employ appropriate phraseology in their writing. Students will submit and receive detailed feedback drafts of each section of their paper before submitting a final version for assessment.
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After the first two weeks, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.
Requirements	Students should have already taken *Introductory Technical Writing* and completed research which they can write about. The course is best suited to students who are already confident in general academic writing (e.g. CEFR B2/C1; IELTS writing 6+; TOEFL iBT writing 21+).
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.
Set text	Materials will be distributed in class by the instructor.
Assessment	Assessment will be based on the following: 1. attendance and submission of homework / drafts 2. grades for drafts and a final version of research paper
English in class	Classes are conducted in English.

Academic Presentations 1 (0AL0004/0AL0005)
Course Description (Spring 2021)

Instructor	Neil Millar
Email	millar.neil.gm[at]u.tsukuba.ac.jp
Office	SB0807
Office hour	Please send an email to arrange a convenient time.
Orientation video	https://vimeo.com/524568624
Course code	2nd period – 0AL0004 / 02CA109* (*pre-2019 enrollment) 3rd period - 0AL0005 / 02CA113* Credit 1
Field	English for Academic Purposes
Type	Seminar Level PhD / Master's
Term (module) / day / period	(1) Tuesday 2nd period (0AL0004) (2) Tuesday 3rd period (0AL0005) 3rd period class will only be run if (1) is full. Class size is limited to 18 students.
Room	Online using Zoom – see Manaba for joining instructions
Course aims / overview	In this practical course, students will develop skills to help them make English academic presentations with clarity and confidence. Students will learn about and make three types of presentations: (1) *Academic Introductions*; (2) *Describing and Comparing Objects*; and (3) *Explaining a Process*. In class, students will analyse and discuss sample presentations and learn useful techniques and language. There will be a strong focus on developing clear diction – e.g. pronunciation, word stress, sentence stress and pausing. There will be plenty of opportunities for students to practice presentation skills and to evaluate their own and other's work.
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After week 2, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.
Requirements	There are no prerequisites for taking this course.
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.
Set text	Materials will be distributed in class by the instructor.

Assessment	Assessment will be based on
	    1. attendance and participation
	    2. submission of presentation scripts and videos
	    3. in-class presentations
	    4. written self-reflection on presentations

English in class	Classes will be conducted in English.

Academic Presentations 2 (0AL0006/0AL0007)
Course Description (Fall 2021)

Instructor	Neil Millar
Email	millar.neil.gm[at]u.tsukuba.ac.jp
Office	SB0807
Office hour	Please send an email to arrange a convenient time.
Orientation video	https://vimeo.com/524568624
Course code	2nd period – 0AL0006 / 02CA110* (*pre-2019 enrollment) 3rd period - 0AL0005 / 02CA114* **Credit** 1
Field	English for Academic Purposes
Type	Seminar **Level** PhD / Master's
Term (module) / day / period	(1) Tuesday 2nd period (0AL0006) (2) Tuesday 3rd period (0AL0005) 3rd period class will only be run if (1) is full. Class size is limited to 18 students.
Room	Online using Zoom – see Manaba for joining instructions
Course aims / overview	This course continues from *Academic Presentations 1*. In this practical course students will develop skills to help them present their research in English with clarity and confidence. The first part of the course, students will learn about two types of presentations: (1) *Problem-Solution Speech*; and (2) *A research presentation*. In class students will analyse and discuss sample presentations and learn useful techniques and language. In the second part, students will make a presentation based an aspect of their research (or published research). This will involve applying skills and knowledge that they have learnt in both courses.
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After week 2, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.
Requirements	There are no prerequisites for taking this course. In the Fall semester, *Academic Presentations 2* builds on knowledge and skills learnt in *Academic Presentations 1*.
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.
Set text	Materials will be distributed in class by the instructor.
Assessment	Assessment will be based on 1. attendance and participation 2. submission of presentation scripts and videos 3. in-class presentations 4. written self-reflection on presentations
English in class	Classes will be conducted in English.

Academic Speaking 1 (0AL0008 / 0AL0009)
Course Description (Spring 2021)

Instructor	Neil Millar
Email	millar.neil.gm[at]u.tsukuba.ac.jp
Office	SB0807
Office hour	Please send an email to arrange a convenient time.
Orientation video	https://vimeo.com/524568624
Course code	2nd period – 0AL0008 / 02CA111* (*pre-2019 enrollment) 3rd period - 0AL0009 / 02CA115* Credit 1
Field	English for Academic Purposes
Type	Seminar Level PhD / Master's
Term (module) / day / period	Fall AB (1) Thursday 2nd period (0AL0008) (2) Thursday 3rd period (0AL0009) – if (1) is full. Class size is limited to 24 students.
Room	Online using Zoom – see Manaba for joining instructions
Course aims / overview	This course aims to help students improve their speaking skills for communicating in both academic and general contexts. Each lesson is based around a written text or video related a current general science topic (*e.g. vaccines, space exploration, robotics, artificial intelligence*). Students will learn related vocabulary, practice a selected language function or form and discuss the topic in groups. While the course integrates all four skills areas (speaking, listening, reading and writing), there is a stronger focus on speaking. Each week students will record and submit a spoken homework assignment related to the topic studied in class.
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After week 2, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.
Requirements	There are no prerequisites for taking this course.
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.
Set text	Materials will be distributed in class by the instructor.
Assessment	Assessment will be based on 1. attendance and participation 2. written / spoken homework tasks 3. in-class quizzes
English in class	Classes will be conducted in English.

Academic Speaking 2 (0AL0010 / 0AL0011)
Course Description (Fall 2021)

Instructor	Neil Millar		
Email	millar.neil.gm[at]u.tsukuba.ac.jp		
Office	SB0807		
Office hour	Please send an email to arrange a convenient time.		
Orientation video	https://vimeo.com/524568624		
Course code	2nd period – 0AL0010 / 02CA112* (*pre-2019 enrollment) 3rd period - 0AL0011 / 02CA116*	Credit	1
Field	English for Academic Purposes		
Type	Seminar	Level	PhD / Master's
Term (module) / day / period	Fall AB (1) Thursday 2nd period (0AL0010) (2) Thursday 3rd period (0AL0011) – if (1) is full. Class size is limited to 24 students.		
Room	Online using Zoom – see Manaba for joining instructions		
Course aims / overview	This course aims to help students develop academic skills that they will need when studying in English. The lessons are based around general (but non-specialised) academic themes, including *health and medicine*, *science and robots*, *alternative energy* and *genetic engineering*. The course integrates all four skills areas (speaking, listening, reading and writing), with a stronger focus on speaking. Each week students will record and submit a spoken homework assignment related to the topic studied in class.		
Enrollment	To enroll, please sign up on TWINS and come to first class. Priority will be given to students based on the following criteria. • During the first two weeks, priority will be given to students from Systems and Information Engineering. During this time, students from other graduate schools can register and attend class. **However, this does not guarantee enrollment.** • After week 2, if there is space, students from other graduate schools can enroll. Students who attended the first two classes and are enrolled on TWINS will be given priority.		
Requirements	There are no prerequisites for taking this course.		
Auditing	Students are welcome to audit the course as space permits. Please attend all classes.		
Set text	Materials will be distributed in class by the instructor.		
Assessment	Assessment will be based on 1. attendance and participation 2. written / spoken homework tasks 3. in-class quizzes		
English in class	Classes will be conducted in English.		

Course schedule
Spring AB 2021-22

- AP1 – Academic Presentations 1 (2nd period OR 3rd period)
- ITW – Introductory Technical Writing (5th and 6th periods)
- AS1 – Academic Speaking 1 (2nd period OR 3rd period)
- ATW – Advanced Technical Writing (5th and 6th periods)

Month	Mon	Tue	Wed	Thu	Fri
Mar 2021	29	30	31	1	2
Apr 2021	5	6	7	8 AS ATW	9
	12	13 AP ITW	14	15 AS ATW	16
	19	20 AP ITW	21	22 AS ATW	23
	26	27 AP ITW	28	29	30
May 2021	3	4	5	6 AS ATW	7
	10	11 AP ITW	12	13 AS ATW	14
	17	18 AP ITW	19	20 AS ATW	21
	24	25 AP ITW	26	27 AS ATW	28
	31	1 AP ITW	2	3 AS ATW	4
Jun 2021	7	8 AP ITW	9	10 AS ATW	11
	14	15 AP ITW	16	17 AS ATW	18
	21	22 AP ITW	23	24	25
	28	29	30	1	2

Course schedule
Fall AB 2021-22

- AP2 – Academic Presentations 1 (2nd period OR 3rd period)
- ITW – Introductory Technical Writing (5th and 6th periods)
- AS2 – Academic Speaking 1 (2nd period OR 3rd period)
- ATW – Advanced Technical Writing (5th and 6th periods)

Month	Mon	Tue	Wed	Thu	Fri
Sep 2021	27	28	29	30	1
Oct 2021	4	5 AP2 ITW	6	7 AS2 ATW	8
	11	12 AP2 ITW	13	14 AS2 ATW	15
	18	19 AP2 ITW	20	21 AS2 ATW	22
	25	26 AP2 ITW	27	28 AS2 ATW	29
Nov 2021	1	2 AP2 ITW	3	4 AS2 ATW	5
	8	9	10	11 AS2 ATW	12
	15	16 AP2 ITW	17	18 AS2 ATW	19
	22	23	24	25 **AP2 ITW**	26
	29	30	1	2 AS2 ATW	3
Dec 2021	6	7 AP2 ITW	8	9 AS2 ATW	10
	13	14 AP2 ITW	15	16 AS2 ATW	17
	20	21 AP2 ITW	22	23	24
	27	28	29	30	31