

Advanced English Course

Improve your academic writing skills

This course is for students who plan to write their project assignment (*Projektarbeit*) or Bachelor thesis in English, or who intend to study on a Masters programme where some or all of the courses are taught and examined in English.

We will explore conventions of academic writing and how they may differ from country to country, and you will have the opportunity to improve your writing skills through structured practice and detailed feedback. As well as meeting in class, there will also be guided self-study in the form of tutorials (by appointment) to discuss your work.

The course will cover the following topics:

- Understanding what lecturers and examiners look for
- Assessment criteria for formal submissions (term papers, dissertations, essays)
- Abstracts and executive summaries
- Dealing with exam questions
- Formulating headings and titles
- Paragraphs and punctuation
- Citing references and other sources
- Avoiding 'typical' language mistakes in academic writing
- Editing and proofreading your own work

Lecturer: Stephanie Ashford

No. of hours: 8 teaching units (6 face-to-face + 2 guided self-study)

Dates/ times:

Tuesday	14 th February	16:30-18:00
Tuesday	6 th March	16:30-18:00
Tuesday	13 th March	16:30-18:00

Room: 1.15 (C-Building, first floor)

Registration: Please register by email to the Language Department at ashford@dhbw-vs.de, stating your name and department/faculty (*Studiengang/Fakultät*) by **Monday, 13th February 2012**

Note: The maximum number of students for this course is **12**.

Stephanie Ashford
Programme Coordinator; Business English
Language Department
Tel. 07721 / 3906-155, ashford@dhbw-vs.de