

Course Code and Course Title	SA830 Writing and Communication Skills for PhD Students
Details of Course	<p>Rationale for introducing this course</p> <p>This course aims to improve the academic writing and oral communication skills of Ph.D. students. Participants will study the discourse and linguistic conventions of academic writing in their own disciplines, and apply this knowledge to the writing of their theses/research papers. In addition to studying the discourse practices of academic writing, participants will examine the thinking processes underlying the formation of those practices. Participants will also learn the structures and processes of effective oral presentations. A range of topics will be explored, including writing different sections of a thesis/research paper; planning and writing research proposals; using language resources for effective writing; conceptualising research writing as argument; giving formal presentations in seminars, conferences, Ph.D. oral examinations, and job talks; and communicating one's research effectively to non-experts. The course will be taught by experienced educators of communication skills at NIE.</p>
	<p>Aims and objectives</p> <p>On completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> - Identify textual conventions valued by the academic discourse communities of their own respective disciplines; - Organise the writing of arguments for academic purposes (e.g., thesis/research paper writing), taking into account the rhetorical goal and expectations of the academic discourse communities in question; - Select linguistic devices to build textuality and evaluate their compositions for appropriateness to the rhetorical goal and conventions of the genres in question; - Implement the structures and processes of effective oral presentations; and - Achieve confidence in speaking about their own research.

Syllabus		
Week	Topic	Curriculum Time
1	Writing abstract and introduction	Face-to-face: 3 hours
2	Writing literature review	Face-to-face: 3 hours
3	Writing methodology and findings	Face-to-face: 3 hours
4	Writing discussion and conclusion	Face-to-face: 3 hours
5	Planning and writing research proposals	Face-to-face: 3 hours
6	Conceptualising and crafting your research writing as argument	Face-to-face: 3 hours
7	Language resources for effective academic writing: How to construct yourself as authoritative scholar	E-learning: 3 hours
8	Presenting your research in seminars and professional conferences	Face-to-face: 3 hours
9	Preparing for the PhD oral examination presentation	Face-to-face: 3 hours
10	How to prepare a job talk	Face-to-face: 3 hours
11	Communicating your research effectively to non-experts	E-learning: 3 hours
12	From dissertation to book: Navigating the publication process	Face-to-face: 3 hours
13	Oral presentations	Face-to-face: 3 hours

Assessment	1.Evaluation of oral presentation skills (individual)	50%
	2.Writing assignment – a conference abstract (500 words) and a commentary to justify how the abstract addresses the theme of the conference (individual)	30%
	3.A written reflection of 1,000 words, reflecting on the most important or insightful thing they learned from the Writing and Communication Skills for Ph.D. Students course (individual)	20%
Hours of Contact / Academic Units	3 AUs: 33 hours of face-to-face contact time and 6 hours of e-learning	

Readings

Extracts from the following references will be posted on BlackBoard during the semester:

Bitchener, J. (2010). *Writing an Applied Linguistics thesis or dissertation: A guide to presenting empirical research*. Houndsmill, UK: Palgrave Macmillan.

Hyland, K. (2009). *Academic discourse*. London: Continuum.

Penrose, A. M., & Katz, S. B. (2010). *Writing in the sciences: Exploring conventions of scientific discourse* (3rd ed.). New York: Longman.

Swales, J. M., & Feak, C. B. (2014). *Academic writing for graduate students* (3rd ed.). Ann Arbor: University of Michigan Press.

Thody, A. (2006). *Writing and Presenting Research*. London: Sage.

Walters, D. E., & Walters, C. G. (2002). *Scientists must speak*. London: Routledge

Students should also bring to class the following:

1. One or two published research papers from a reputable journal in their own disciplines.
2. Drafts of their theses/research articles or any academic papers they are writing for another course or for the public.