



UNIVERSITI TEKNOLOGI MARA

ELS302: ACADEMIC WRITING

Course Name (English)	ACADEMIC WRITING APPROVED
Course Code	ELS302
MQF Credit	3
Course Description	This course aims to develop skills and strategies required in academic writing. It focuses on developing students' ability to paraphrase, summarise and quote texts to write academic-oriented texts using parenthetical references/citation. The skills required will help prepare students for writing written assignments of other courses.
Transferable Skills	1. Prepare academic content or materials. 2. Use digital materials effectively. 3. Display responsibility, ethics and integrity.
Teaching Methodologies	Lectures, Blended Learning, Reading Into Writing Task, Discussion, Presentation, Workshop, Collaborative Learning
CLO	CLO1 Construct written discourses by employing appropriate writing skills for academic purposes. CLO2 Use digital reading materials effectively in analysing written discourses for academic purposes. CLO3 Display responsibility, ethics and integrity in producing written discourses for academic purposes.
Pre-Requisite Courses	No course recommendations
Topics	
1. 1. Introduction to Academic Writing 1.1) The Importance of Academic Writing 1.2) Plagiarism	
2. 2. Summary Writing 2.1) Types of summary 2.2) Steps of Writing Good Summary	
3. 3. Paraphrasing Texts 3.1) Techniques for Paraphrasing	
4. 4. Sourcing for Materials 4.1) Explore Topic 4.2) Use Digital Reading Materials 4.3) Types of Quotations 4.4) Citations	
5. 5. Developing Outline 5.1) Introduction 5.2) Prepare Outline	
6. 6. Project Paper 6.1) Write draft paper 6.2) Incorporate evidence from reference materials 6.3) Prepare a list of references 6.4) Revise and edit draft 6.5) Proofread 6.6) Use checklist to help finalise project paper	

Assessment Breakdown	%
Continuous Assessment	100.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Writing Task	30%	CLO1
	Group Project	Project Paper	40%	CLO3
	Presentation	Presentation of Project Paper outline	30%	CLO2

Reading List	Recommended Text	<ul style="list-style-type: none"> Latisha Asmaak Ishak, Mohamad Fadhili Yahaya, Mahani Mansor, and Nazira Osman 2017, <i>English for Academic Writing</i>, First Ed., Oxford University Press Selangor Darul Ehsan, Malaysia [ISBN: 978983472458]
	Reference Book Resources	<ul style="list-style-type: none"> Alice Oshima, and Ann Hogue 2016, <i>Longman Academic Writing Series 4: Essays with Essential Online Resources</i>, Pearson Education ESL New Jersey [ISBN: 9780131523593] John Langan 2019, <i>College Writing Skills with Readings</i>, 10 Ed., McGraw Hill Education San Francisco [ISBN: 1259680932] Stephen Bailey 2015, <i>Academic Writing for International Students of Business</i>, Routledge London [ISBN: 9781138783898]

Article/Paper List	This Course does not have any article/paper resources
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Other References	<ul style="list-style-type: none"> Website Learning Development Centre 2020, <i>Academic Writing</i>, University of Wollongong, Wollongong, Australia https://www.uow.edu.au/student/support-services/learning-developmentresources/ Website Online Writing Lab 2020, <i>Writing</i>, University of Purdue, Purdue, USA https://owl.purdue.edu/site_map.html Website The Writing Centre 2020, <i>Writing</i>, University of Adelaide, Adelaide, Australia http://www.adelaide.edu.au/writingcentre/resources
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