



UNIVERSITI TEKNOLOGI MARA

FTA121: ACADEMIC WRITING

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| Course Name (English) | ACADEMIC WRITING APPROVED |
| Course Code | FTA121 |
| MQF Credit | 2 |
| Course Description | This course equips the students with the basics of academic writing process. This subject rests on the mechanism of research. It helps the students to identify keywords of topic given and guides them to narrow the scope of their interest into an achievable research topic. Researching the given topic involves identifying sources of reference in books, journals, magazines or the internet. Thus, the process will further to the process of writing and analyzing the sources, data or conceptual found through the literature reviewing process into a comprehensible piece with clarity and creativity. Students will also be required to assess, rewrite, quote and revise their writing piece. This will ultimately assist them in producing a worthwhile research, written in the standard academic format. |
| Transferable Skills | Demonstrate the ability to conduct a research, conceptual thinking and produce a good academic research paper. |
| Teaching Methodologies | Lectures, Blended Learning, Case Study, Reading Into Writing Task, Discussion, Presentation, Workshop, Small Group Sessions, Journal/Article Critique |
| CLO | CLO1 Develop skill of research process CLO2 Demonstrate a conceptual thinking CLO3 Produce an excellent and strong APA academic research paper |
| Pre-Requisite Courses | No course recommendations |
| Topics | |
| 1. Course Briefing 1.1) Course Synopsis, Requirement for the class and subject and house keeping for the class and subject | |
| 2. What is an academic writing 2.1) The importance of Research 2.2) Understand your topic and keywords | |
| 3. Style and Format 3.1) Type of Style in Academic Writing 3.2) APA Style | |
| 4. Drafting Your Introduction 4.1) What is an Introduction in academic writing? 4.2) Workshop on structuring introduction of a given topic. | |
| 5. Drafting your Main Body 5.1) What is a main body? 5.2) Characteristic of a good main body 5.3) Workshop on drafting the main body of a given topic | |
| 6. Drafting your conclusion 6.1) What is conclusion in academic writing? 6.2) How to write a good and strong conclusion of a research 6.3) Workshop on drafting a conclusion of the given topic | |
| 7. Library Research 7.1) Preparing for the group work presentation on the given topic 7.2) Which or what point should you present and how to present the point clear and confidently | |
| 8. Group Presentation Part 1 8.1) Group Presentation Part 1 | |

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| 9. Group Presentation Part 2 9.1) Group Presentation Part 2 |
| 10. Workshop 1:Drafting the final essay 10.1) Understanding the topic and keywords. Outline the process 10.2) Searching for the relevant literature or reading material |
| 11. Workshop 2:Drafting the final essay 11.1) Outline the key argument of your essay. 11.2) Drafting the key points in your main body |
| 12. Workshop 3:Drafting the final essay 12.1) 1. Structuring your conclusion at the highest academic level 12.2) 2. Finalising your research paper |
| 13. Workshop 4:Drafting the final essay 13.1) Preparing your final essay 13.2) Start writing |
| 14. Final Essay Submission 14.1) Submission Day |

| Assessment Breakdown | | % | |
|-----------------------|--|---------|--|
| Continuous Assessment | | 100.00% | |

| Details of Continuous Assessment | Assessment Type | Assessment Description | % of Total Mark | CLO |
|----------------------------------|-----------------|------------------------|-----------------|------|
| | Final Project | Final Project | 40% | CLO3 |
| | Group Project | Group Peoject | 40% | CLO1 |
| | Presentation | Presentation | 20% | CLO2 |

| Reading List | Recommended Text |
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| | <ul style="list-style-type: none"> • APA (American Psychological Association) 2009, <i>Publication Manual of the American Psychological Association</i> • Booth, Wayne C., Colomb, Gregory G. & Williams, Joseph M 2008, <i>The Craft of Research.</i>, 3rd Ed., The University of Chicago Press USA • Crème, Phyllis & Lea, Mary R 2008, <i>Writing at University: A Guide for Students</i>, 3rd Edition Ed., Open University Press UK • Leedy, Paul D. & Ormrod, Jeanne Ellis 2012, <i>Practical Research: Planning and Design</i>, Pearson UK • Machi, Lawrence, A. & McEvoy, Brenda T 2012, <i>The Literature Review: Six Steps to Success</i>, Sage USA |
| Article/Paper List | This Course does not have any article/paper resources |
| Other References | This Course does not have any other resources |