

Module number 24 - 26 (BW) 33 (EB)	Module title Specialised Elective Module: Further writing skills for academic and professional purposes	
Code FWS	Number of WSH 4	Module offered Winter Semester
Module coordinator Julie Rohleder	Tuition type Seminar-style tuition	Module duration 1 Semester
Lecturer Julie Rohleder	Compulsory/Elective Elective	Module language English
<p>Learning outcomes</p> <p>The qualification goals mentioned below are subdivided into three dimensions. Each dimension corresponds to a target competence level. The following competence levels have been defined:</p> <ul style="list-style-type: none"> • Competence level 1 (awareness): cursory awareness of simple structures, only previously learned knowledge is tested • Competence level 2 (comprehension): basic understanding of multiple structures up to deeper understanding of the relations between structures, learned knowledge is analysed, combined and applied • Competence level 3 (deep understanding and application): deeper understanding of the relations between structures up to independent transfer and extension of knowledge to new structures, learned knowledge is critically questioned and/or evaluated, interrelations between structures and their consequences are reflected and explained <p>The competence level of the respective qualification goal is represented by the corresponding number (1, 2 or 3) in the competence descriptions below.</p> <p>On completing the module the students will have achieved the following learning outcomes on the basis of scientific methods:</p> <p><u>Subject skills</u></p> <p>Students consolidate their existing knowledge of academic and professional English (1). They primarily develop their English writing and reading skills for academic and professional purposes, with additional practice in speaking and listening as required (2). Students extend their range of appropriate vocabulary and grammatical structures to write effective text in academic and professional contexts (2).</p> <p><u>Method skills</u></p> <p>Students improve their ability to express themselves concisely, accurately and appropriately in writing (2). They develop their understanding of the different forms of text typically encountered in academic and professional settings and can apply this to their own writing (3). Students develop their ability to understand and critically review information in spoken or written English, and to react accordingly in writing (3).</p> <p><u>Social skills</u></p> <p>Students are able to adapt their language to communicate effectively and appropriately in writing with different audiences in a range of academic and professional situations (3). They are aware of the role of cultural expectations when writing for academic or professional purposes and are able to produce texts appropriate to readers in different cultural contexts (3).</p> <p><u>Personal skills</u></p>		

Students develop confidence to express their opinions in writing and to write assertively and/or persuasively (2). They examine and evaluate their personal strengths and weaknesses and examine their motivation for their future studies and/or career choices (3).

Content

The focus is on developing writing skills, with reading tasks and spoken English providing the basis for practice texts. The aim is to improve general writing skills and to apply this knowledge to specific tasks from academic and professional settings.

- Writing skills:
 - Strategies for creating an effective argument: content, structure and coherence
 - Development of a concise style
 - Exploration of register and tone
 - Review of paraphrasing techniques
 - Strategies for summarising and note-taking
 - Development of grammar, including punctuation, and of vocabulary skills
- Practical application of writing skills in:
 - Academic essays
 - Bachelor thesis: consolidation of the fundamental requirements, e.g. abstracts
 - Choosing and applying for further studies and scholarships
 - Job and internship applications: CV and letter of motivation
 - Reports and proposals
 - Letters, emails
 - Writing for meetings: creating an agenda, taking minutes

Literature

Required reading

Course documents

Recommended reading

Williams, P. (2018) Advanced Writing Skills for Students of English. Brighton: ELB

Mann M. & Taylor-Knowles S. (2008) Destination B2 oder Destination C1&C2. Oxford: Macmillan

Murphy, R. (2019) English Grammar in Use: Fifth Edition. Cambridge: CUP

Any good monolingual English dictionary

Teaching and learning methods

Due to Covid-19 situation, the course will be offered in a digital version. No classroom teaching is planned. The module leader will inform students about the planned course details within the first digital lecture.

Type of examination/Requirements for the award of credit points	Written coursework comprising: Three written assignments (300-500 words) à 20% One written assignment (500-700 words) 40%
Other information	Max. number of participants: 25 Registration necessary. Details can be found in moodle. Lecture Times: Will be released in the schedule.

	The module is especially suited to IR and EB students but is also open to BW students with a particular interest in the English language. Priority on registration is given to IR students.
ECTS-Credits 5	Workload 150 hours