

Course: Academic Writing and Presentations

Faculty: Faculty of Information Technologies	Amount of student effort (hours): 120 ECTS: 3
Department: Department of Computing Systems and Networks	Class contact time (hours): 36
Level: Master, Year 1	Term period(s): Sem. 1
Language of instruction: English, Russian	Course status: Elective
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Objectives:

- ✓ acquire knowledge of the requirements of the international academic community to the design and structure of the presentation of the results of scientific research in various genres, such as a scientific article, thesis, etc.;
- ✓ gain skills in raising a productive research issue and developing methodological tools for the implementation of a scientific project;
- ✓ develop skills in searching and selecting literature on a topic, writing a literature review, and designing a reference apparatus;
- ✓ improve skills of critical reading of one's own and others' work, providing feedback, reasoned discussion;
- ✓ develop skills in preparing a scientific article for publication in a peer-reviewed publication;
- ✓ gain skills of written and oral presentation of scientific results;
- ✓ develop skills of verbal and non-verbal communication, argumentative and persuasion skills;
- ✓ learn practical techniques to engage the audience;
- ✓ learn structuring and signposting through Microsoft Word/ Power Point;
- ✓ develop a personal style of presentation.

Learning Outcomes:

- ✓ Students will know how to formulate the topic, the urgency, the object and the subject as well as the aim and the tasks of their future thesis correctly.
- ✓ Students will know the structure of a scientific article.
- ✓ They will be able to arrange their work while writing a scientific article according to 3 main stages: preparation, draft document and correction.
- ✓ They will know a wide range of useful phrases for article abstracting.
- ✓ Students will be able to identify the essential components of a presentation.
- ✓ They will structure and organize information in a clear and concise manner.
- ✓ Students will be able to create attention-grabbing introduction.
- ✓ They will know how to use a whole range of presentation techniques.
- ✓ Students will be able to point out the benefits and pitfalls of various visual-aid options and use them effectively.

... including practical skills:

- ✓ Students will be able to draw up the references according to the terms of Higher Attestation Commission of the Republic of Belarus.
- ✓ They will be prepared for writing a successful motivation letter when taking part in any international projects, educational courses, programs etc.
- ✓ They will know the main steps and rules for writing a successful CV.
- ✓ They will develop a unique individual style of presenting materials.

... and social skills:

- ✓ Students will acquire an appropriate language style.
- ✓ They will understand the audience better.
- ✓ They will speak with greater control and charisma in front of others.
- ✓ Students will know how to overcome fear, maintain confidence, and handle nerves.

Curriculum Outline:

This course deals with the master level of higher education focused on academic writing skills and production of presentations based on the results of students' professional research. It is also focused on the requirements of the labour market, which demands good written and oral communication skills as well as soft skills such as adaptability, decision-making, leadership qualities and time-management –specific hypotheses and initiatives relevant to managerial and sub managerial jobs and functions.

In plenary sessions we reflect on the value and use of academic writing and public speaking. In tutorials we put academic knowledge and skills into practice working on simulations and case studies from the 'real life' of scientific and professional practices.

Contents:

The plenary sessions consist of two modules: Academic writing and Presentations. Module "Academic writing" teaches students how to write a thesis and a scientific article, the ways to arrange the work on them more effectively, and gives the overview of the main mistakes to be avoided. The students also study how to perform article abstracting as well as how to write a successful motivation letter and CV.

Module "Presentations" teaches students how to make public speaking a positive and memorable experience. It caters for those who want to sound confident, competent, and persuasive when speaking in public. The module takes learners through the key stages of making presentations, from planning and preparing their speech to public delivery and handling questions. The students are also provided with advice relating to the practical tasks they work on in the tutorials.

The course is designed to be used as both a classroom activity and self-study material and is a benefit to those who:

- ✓ are new to writing a serious scientific work;
- ✓ want to take part in international projects, educational courses, programs etc.;
- ✓ are new to delivering presentations;
- ✓ would like to overcome anxiety about presenting to groups;
- ✓ take part in conferences, meetings or other social events and want to improve their skills of public performance.

Teaching methods:

The tutorials in the first week are devoted to the introduction and practical instructions concerning the planning and work distribution. In the following weeks students will have the best opportunities for learning including class sessions, group discussions, simulation and problem-solving exercises, individual assignments.

Module “Academic writing”(5 lectures, 4 seminars) offers discussion and writing activities focused on developing skills in working with theses, articles and references. Discussion practice helps to learn the main principles of academic writing as well as the most wide-spread mistakes made by students while working with scientific papers. During writing practice students learn how to write an article, a motivation and a CV.

Module “Presentations”(4 lectures, 5 seminars) offers video, speaking and writing activities focused on developing communication skills, language knowledge and presentation practice. The video provides both good and bad models for students to analyse and consider. Presentation practice activities will give students a chance to put their knowledge and communication skills into practice. They will also take part in conferences, meetings or other social events and demonstrate their skills of public performance.

In the last week, all students present their work in the tutorials, receive feedback from the tutor and fellow-students and finalize their study.

Student workload:

Student's own work (84 hours) includes:

- ✓ Preparation for classes: **22 hours**
- ✓ Reading literature: **30 hours**
- ✓ Report writing: **22 hours**
- ✓ Elaboration of results: **10 hours**

Student's class work (36 hours) includes:

- ✓ 9 lectures
- ✓ 9 seminars

Average number of hours for the class activity (1 topic): **4 hours (2 lecture and 2 seminar hours)**

Assessment Strategies:

Summative assessment:

Module “Academic writing” (50%)

1. To present an introduction of the thesis (25%)
2. To write a motivation letter (25%)

Module “Presentations” (50%)

1. To write an article based on professional research and prepare a Power Point Presentation of the speech (25%)
2. To give a presentation to the group (25%)

Literature:

✓ **MAIN LITERATURE**

1. Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations, Ninth Edition / Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb. – Chicago : University of Chicago Press, 2018. – 464 p.
2. Swales, John M.. Academic Writing for Graduate Students: Essential Tasks and Skills 3rd Edition / John M. Swales, Christine B. Feak. – Michigan : University of Michigan Press, 2012. – 432 p.

✓ **Additional literature**

3. Axelrod, R.B. The St. Martin's Guide to Writing / R.B. Axelrod. – New York : St. Martin's Press, 2001. – 597 p.
4. Anderson, Th. Reading, then writing. From source to essay / Th. Anderson. – New York : McGraw-Hill, 2002. – XIV, 523p.

5. Seyler, D. Understanding Argument : a text with readings / D. Seyler. – New York : McGraw-Hill, 2004. – 512p.