COURSE SPECIFICATION DOCUMENT

NOTE: ANY CHANGES TO A CSD MUST GO THROUGH ALL OF THE RELEVANT APPROVAL PROCESSES, INCLUDING LTPC.

Academic School/Department:	General Education Department
Programme:	ALP: English for Academic Purposes
FHEQ **Level:**	3
Course Title:	Fundamentals of Academic Communication
Course Code:	EAP 3265
Course Leader:	Elizabeth Long
Student Engagement Hours: Lectures:	180
Seminar / Tutorials:	67.5
Independent / Guided Learning:	112.5
Semester:	Fall/Spring
Credits:	12 UK CATS credits
	6 ECTS credits
	3 US credits

Course Description:
The emphasis of this course is on the development of students' academic writing skills. Students review the grammatical and syntactic structures that underlie clear, academic prose. They are given practice in structuring an essay in order to guide the reader. They use reading skills learnt in EAP 3260 to extract information from reading materials, drawn from a wide range of sources, in order to inform and give substance to their own written work. They are required to respond to the key terms in essay questions and implement the appropriate rhetorical model (comparison/contrast etc.) in order to fully address the task. Students must obtain a minimum grade of C on this course and EAP 3255 and EAP 3260 in order to be able to progress to GEP 3180, Research and Writing I.

Prerequisites: None

Aims and Objectives:
The principal objective of this course is to enable students to develop the writing skills needed for university-level work. The key aims are to enable students to use clear and accurate expression, to develop organizational skills in writing and to use their own ideas and the ideas of others as a stimulus for the production of clearly written essays.

Programme Outcomes:
3Bi, 3Ci, 3Di

A detailed list of the programme outcomes are found in the Programme Specification.

This is located at the archive maintained by the Academic Registry and found at:
http://www.richmond.ac.uk/content/academic-schools/academic-registry/program-and-course-specifications.aspx

Learning Outcomes:
By the end of this course, successful students should be able to
- use pre-writing skills to select and evaluate ideas about a given topic
- use planning skills to prepare for essay writing
- produce structured, easily comprehensible essays, of 400 - 1000 words, using an academic style
- use appropriate self-correcting and presentation strategies

Indicative Content:

- Paragraphing
- Academic register
- Use of linking and transitional language
- Analysis of an essay question
- Essay planning and organisation
- Essay structure
- Use of citation, paraphrasing and quotation
- Proof-reading and revising

Assessment:

This course uses EAP assessment approved at Learning and Teaching Policy Committee on 27th June 2013.

Teaching Methodology:

During classroom sessions there will be pair and group discussions of topics of interest, based on various forms of media. Models of written work will be presented. Individual, pair and group writing practice will be assigned and regular homework will be set in preparation for the next class.

Bibliography:
Reading texts will be handed out in class
IndicativeText(s):
An English/English dictionary such as *MacMillan English Dictionary for Advanced Learners*
An up-to-date grammar book such as *Oxford Practice Grammar – Advanced* with key by George Yule

Please Note: The core and the reference texts will be reviewed at the time of designing the semester syllabus

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Change Log for this CSD:

Major or Minor Change?	Nature of Change	Date Approved & Approval Body (School or LTPC)	Change Actioned by Academic Registry
Minor	No. of assessed items to follow EAP assessment norms	LTPC 27th June 2013	
Minor	Change to course code and name in course description: from "ARW 3195, Principles of Academic Research" to "GEP 3180, Research and Writing I".	19/5/2015 Chair's Action by Professor Mary Robert	