

Autumn 2021: schedule and assignments		
Sessions/dates	Topics/Class activities	Student Homework
(1) Mon 1 Nov	Introductions, course outline, tasks, speaking and writing in professional and academic settings	Bring a text to class that you have written in English. Watch video on genres and style.
(2) Wed 3 Oct	Principles of effective writing: style	Do quizzes on style (4%). Choose two articles/ resources from the reading list and write a brief summary (300-500 words)
(3) Mon 8 Nov	Principles of effective writing: referencing, finding reliable sources, avoiding plagiarism	Do quiz on avoiding plagiarism (2%). Revise summary so that it conforms with academic standards. Submit to MyCourses (8%) and bring to class.
(4) Wed 10 Nov	Persuasive patterns in writing: problem-solution pattern. Peer review of article review written in correct academic style	Watch video and do quizzes on the given-new principle (4%)
(5) Mon 15 Nov	Principles of effective writing: Cohesion, given-new principle. Team work on report	Watch video and do quiz on the light-before heavy principle (4%)
(6) Tue 16 Nov	Team presentation	
(7) Mon 22 Nov	Principles of effective writing: Cohesion, light-before heavy, Expressing opinions	Begin writing the introduction to your executive summary
(8) Wed 24 Nov	Connectives Grammar and punctuation. Peer review of introduction	
(9) Mon 29 Nov	Online module	
(10) Tue 30 Nov	What makes an effective presentation	Prepare final presentation for practice session. Submit your presentation outline (4%) by Friday 10 Dec. Submit the draft of your executive summary by Wed 8 Dec for teacher feedback (4%)
(11) Mon 13 Dec	Practice session for final presentations: peer feedback	Prepare final presentation

(12) Thu 16 Dec	Final presentations (30%, graded)	Submit your executive summary by Friday 17 Dec (40%)