

Autumn 2023: schedule and assignments		
Sessions/dates	Topics/Class activities	Student Homework
(1) Wed 25 Oct	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) Mon 30 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) Wed 1 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 on Wed 8 Nov.
(4) Tue 7 Nov	Team presentation	
(5) Wed 8 Nov	Persuasive patterns in writing: problem-solution pattern. Peer review of text written in correct academic style	Watch video and do quizzes on the given-new principle (4%)
(6) Mon 13 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%)
(7) Wed 15 Nov	Principles of effective writing: Cohesion, light-before heavy, Expressing opinions	Begin writing the introduction to your executive summary
(8) Tue 21 Nov	What makes an effective presentation	
(8) Wed 22 Nov	Online module	
(9) Mon 27 Nov	Connectives Grammar and punctuation. Slides and visuals	Prepare final presentation for practice session. Submit your presentation outline (4%) by Tue 5 Dec. Submit the draft of your executive summary by Wed 6 Dec for teacher feedback (4%)
(11) Wed 29 Nov	Practice session for final presentations: peer feedback	Prepare final presentation

(12) Thu 7 Dec	Final presentations (30%, graded)	Submit your executive summary by Friday 15 Dec (40%)