



<<Last Updated:2023/02/17>>

Course Schedule Information

Course Code	101822
Semester	Fall and Winter Term
Day and Period	Wed1
Course Name (Japanese)	(学共-方法論) Academic Writing Course(G)
Room	School of Foreign Studies/514 Classroom
Course Name	Academic Writing Course
Course Numbering Code	10FOST2B000
Credits	2.0
Student Year	2,3,4
Instructor	GREENING NEVILLE KAURI
Course of Media Class	Not Applicable

※About Course of Media Class

"Course of Media Class" are classes in which more than half of the classes are held in places other than classrooms by making advanced use of various media.

Undergraduate students can include up to 60 credits in media class course as requirements for graduation.

Even if this is not the case, we may hold classes using the media.

Detailed Syllabus Information

Course Subtitle	Academic Writing Course(G) Dynamic Business Writing and Smart Goals. S= Specific M= Measurable A= Achievable R= Relevant T= T-Bound
Language of the Course	English
Type of Class	Lecture Subject
Course Objective	To demonstrate techniques of prewriting, exploration, and planning (examples include freewriting, brainstorming, modeling, mapping, webbing, outlining) to the composition of an essay. Towards the end of the course, students should be able to demonstrate knowledge of and ability to write within the main genres of a discipline (ex. summary, an analysis, a comparison essay, conclusion, etc.)
Learning Goals	To employ the vocabulary and concepts within an academic discipline in written assignments. By the end of the course, students should be able to use writing and reading for inquiry, learning, thinking, communicating and use the target language to accomplish goals. They should also be able to find, evaluate, analyze, and synthesize appropriate sources. Also, learn how to use the latest software to check grammar, plagiarism, spelling, style, active vs. passive writing.
Requirement / Prerequisite	Self-motivation and to the ability to be creative in business communication. Also, the ability to use computer software. Good business writing is a skill that should be mastered in all its forms: memorandums, emails, marketing campaigns, customer service information, business plans, employee negotiations, and more. If you want to develop good writing skills, the first thing you need to learn is how to strike a fine balance between your content and the way it is presented.
Class Plan	Written Communication in Business: 第1回/1st Class introduction (Getting to know each other) Course outline etc. 第2回/2nd Academic and general training (Expectations and Goal setting) 第3回/3rd Present a written argument or case (Map or list ideas about the topic)

	第4回/4th Discuss first draft -Brainstorm ideas and research online 第5回/5th Peer review and feedback – Reflecting on peer review & Revision plans 第6回/6th Discuss reasons and how the situation might be improved, give examples 第7回/7th Display Model Answer – Homework: Draft an introduction & conclusion 第8回/8th Peer Review argument drafts 第9回/9th Source documentation styles – text, font size, referencing, Aerial 12 第10回/10th Begin to write revision 第11回/11th Creative writing vs. Critical writing. 第12回/12th Ethical treatment of sources: plagiarism and collusion. 第13回/13th Synthesizing sources 第14回/14th Final draft should be no less than 500 words 第15回/15th Final writing assignment
Independent Study Outside of Class	Library resources and online websites in academic writing. Extra materials will be handed out.
Textbooks	ELTS business writing, Globus business writing, ESL Academic writing in English, writing for the real world, Oxford university press (Printed material) No textbooks required.
Reference	References will be discussed at the beginning of the class.
Grading Policy	1) Class attendance and participation (15%) 2) Peer Review and constructive feedback (20%) 3) Writing Exercises (30%) 4) Final paper (35%)
Attendance and Student Conduct Policy*	See the grading policy. I will discuss conduct policy in class.
Other Remarks	<p>In this lesson, we'll discuss what written communication is and some advantages and disadvantages of using it. We'll also discuss the skills you'll need to become an effective writer.</p> <p>Some advantages of written communication are:</p> <ul style="list-style-type: none"> • No need for personal contact - you can tell an employee he or she has to work overtime through an email instead of face-to-face. • Saves money - you can send an email instead of calling long distance. • Written proof - provides written proof in case of a dispute. <p>Some disadvantages of written communication are:</p> <ul style="list-style-type: none"> • Delay in communication - it may take a while to get to the intended recipient. • Lack of secrecy. Anyone can read it if leaked. • Time-consuming and costly.
Special Note	All materials will be printed and handed out. No textbooks are required.
Office Hour	Monday ~ Friday 8:50 ~ 21:00 All classes are onsite.
Course conducted by instructors with practical experience	Course instructor: Dr. Neville K. Greening (10 years experience)

Instructor(s)

Instructor Name	Affiliation, Title, Course	E-mail
Greening Neville Kauri		osaka.university2017@gmail.com

Cautions for Students

※出欠席及び受講に関するルール：令和5年度以降のシラバス項目 / *Attendance and Student Conduct Policy: field available from FY2023