



シラバス参照

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

Course Schedule Information

Course Code	101821
Semester	Spring and Summer Term
Day and Period	Wed1
Course Name (Japanese)	(学共-方法論) Academic Writing Course(F)
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(F) Important Business Writing for your future. Business emails (Formal, Semi-formal, Casual). How to write a Cover letter , Resume and CV.
Language of the Course	English
Type of Class	Lecture Subject
Course Objective	To demonstrate techniques of prewriting, exploration, and planning (examples will include brainstorming, how to write a business letter, a resume, a cover letter, a business email, proofread) and to effectively communicate in all aspects of the business. 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 cover letter, resume, requesting and rejecting information in a business email), and to use digital software to edit paperwork, detect plagiarism, and eliminate grammatical errors.
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, rejecting, learning, thinking, communicating and use the target language to accomplish goals. They should also be able to find, evaluate, analyze, and synthesize appropriate sources.
Requirement / Prerequisite	The Ability to Communicate. Writing is the art of communication. The Power of Observation. On some level, all authors possess the power of observation. Reasoning and Problem Solving.
Class Plan	Academic Writing (Business communication systems in the modern firm) 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, new times 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 (word)
Independent Study Outside of Class	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.
Textbooks	Printed materials will be handed out.
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	See the grading policy. I will discuss conduct policy in class.

Conduct Policy*	
Other Remarks	"Please think about your legacy, because you're writing it every day." Clarity is paramount in any kind of business writing. Not only should you be clear about the message you want to convey but also ensure that it is completely understood by your audience. A good place to begin would be by asking yourself these three questions: What is the purpose of writing this document? Who is the reader? What action do I want the reader to take after reading this document? These questions will help you focus on your content and avoid straying from the point.
Special Note	Learn how to use digital software to edit paperwork, detect plagiarism, and eliminate grammar errors. No books required.
Office Hour	Monday ~ Friday 8:50 AM ~ 21:00. All classes are onsite.
Course conducted by instructors with practical experience	"Business Writing Skills Are So Important. The global workplace forces us to improve our communication skills. ... It includes emails, letters, reports, company brochures, presentation slides, case studies, sales materials, visual aids, social media updates, and other business documents."  <a href="https://www.google.com/search?q=business+writing+importance&amp;oq=business+writing+importance&amp;aqs=chrome..69i57j0l7.13074j1j8&amp;sourceid=chrome&amp;ie=UTF-8">https://www.google.com/search?q=business+writing+importance&amp;oq=business+writing+importance&amp;aqs=chrome..69i57j0l7.13074j1j8&amp;sourceid=chrome&amp;ie=UTF-8</a> (Referenced: 25/02/2020)

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
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