



<<Last Updated:2024/02/08>>

Course Schedule Information

Course Code	881156
Semester	Fall and Winter Term
Day and Period	Wed1
Course Name (Japanese)	Academic Writing Course (FW)
Course Name	Academic Writing Course (FW)
Capacity	0
Room	School of Foreign Studies/617 Classroom
Course Numbering Code	88INES9U100
Required/Optional	履修対象：特別聴講学生 GREENING NEVILLE KAURI 非常勤講師担当科目 外_101822
Type of Class	Lecture Subject
Credits	2.0
Student Year	1
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	Dynamic Business Writing and Smart Goals. S= Specific M= Measurable A= Achievable R= Relevant T= T-Bound
Language of the Course	English
Learning Methods	Listening and watching face-to-face/online class: Listening and watching a lecture, video, or demonstration, face-to-face or via online (e.g., attending a face-to-face lecture, watching an on-demand video) Reading: Reading books and academic papers (e.g., summarizing an academic paper, reading information on a website) Discussion: Learning through question-and-answer interactions and exchanges of opinions among students and between students and the instructor (e.g., pair/group discussion, online chat, one-on-one guidance for writing an academic paper) Collaborative work: Working as a pair or a group (e.g., producing a poster through group work) Research: Collecting information from books and academic papers; gathering and analyzing data by fieldwork (e.g., review of previous research, fieldwork) Experience/practice: Learning from experience- and practice-based activities, and feedback on such activities (e.g., solving problems; laboratory work using instruments; on-campus and off-campus practical training; skills practice including sporting skills; project-based learning; internship) Presentation: Writing papers, making presentations, and creating works (e.g., report writing, oral/poster presentation, creation of works, portfolio development)
Course Objectives	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	
Requirements, Prerequisites	Self-motivation and to the ability to be creative in business communication. Also, the ability to use computer software. In all its forms, one should master the skill of good business writing: 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.
Attendance and Student Conduct Policy	See the grading policy. I will discuss conduct policy in class.
Textbooks	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
Reference	N/A
Grading Policy *Hover the mouse over the number of a learning goal to view the full text of it.	
Additional Information on Grading	
Reasonable Accommodation	<ul style="list-style-type: none"> • If you need reasonable accommodation to participate in this class due to disability (including intractable disease and chronic condition), please contact the office for students with disabilities (e.g., Educational Affairs Section, Academic Affairs Section, Student Affairs Section) at your school/faculty or graduate school, or the Disability Advisory and Support Service Office of the Health and Counseling Center. • For more information, please visit the following website or contact the Disability Advisory and Support Service Office of the Health and Counseling Center. Website : https://acs.hacc.osaka-u.ac.jp Tel : 06-6850-6107 E-mail : campuslifekenkou-ac@office.osaka-u.ac.jp
Special Note	All materials will be printed and handed out. No textbooks are required. A computer is required.
Office Hours	8:50 ~ 10:20 All classes are onsite.
Course Conducted by Instructors with Practical Experience	<p>Course Instructor: Dr. Neville K. Greening Ph.D., PsyD, MSc/MBA, Medical and Business Education Academic Medical Studies: Clinical neuropsychologist, Public Health Genetics, Developmental Disorders, Dementia, Psychological First Aid, Holistic Pain Management, Professional Child Psychology, Early Childhood Education, Professional PTSD Counselling, Psychosomatic disorders, Professional Grief & Bereavement Counselling, Depression, Autism Spectrum Disorders, Healthcare Administration, Palliative Care, Nursing care, Cognitive Behavioral Therapy, Epidemiology, Understanding Common Diseases, Diabetes, Hepatitis, Medical AI Research, IoT, Digital Medicine, Food, Nutrition and your health, Ophthalmology, Cardiovascular Diseases, Genomic Medicine, Genetic Disease and Public Health, Developing New Drugs, Chemistry, COVID-19 training for Healthcare workers, CPR, AED and First-Aid certified, Academic Writing, Scientific Presentation.</p> <p>Business Studies: Global Business Development, Business Email Writing, International Communication Systems, Performance Management Systems, Digital Marketing, Marketing-Mix, Blockchain development/ NFTs/Cryptocurrencies, Managing in a Multi-Cultural Context, Search Engine Optimization, Business Presentation, Human Resource Management, Management of Strategic Operations, Managing Financial Resources, Health and Social Policy, Food, and Wine Coordinator's License, International University Education and Collaboration.</p> <p>Academic & Business Societies: APA, AMEE, JASMEE, ONA, AMWA, USMLE, TEFL, TOEFL, IELTS, TOEIC, MLE/AESD, JASTPRO, JALT, OCC, ISDS International Society for Development and Sustainability.</p>

Instructor(s)

Instructor Name	Name (hiragana)	Affiliation, Title, Course	Office	Extension	E-mail
No data found					

Cautions for Students

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