

Communication skills in English: Written and Oral Expression (modules I and II)

Module I: Academic Writing Skills

Your written assignments may include research papers, reports, articles and essays, each with their own organisation and layout.

On this course you will learn how to;

- structure an essay so that it has a clear beginning, middle and end (i.e. introduction, body and conclusion)
- write a research paper and an investigative project
- use an appropriate academic register
- write in your own words, using the vocabulary and expressions relevant to your subject.
- create cohesion and link your ideas in a logical way
- produce paragraphs in grammatical English with topic sentences
- use noun phrases instead of clauses (a useful way to express complex ideas)
- utilize an impersonal style and passive verb construction in critical writing.
- build a vocabulary bank/glossary
- reference and cite correctly

Module II: Oral Expression

The two main kinds of academic speaking activities that students will be involved in are:

- Oral presentations.
- Group work – Listening and taking part in discussions.

Speaking in academic contexts is becoming increasingly important as teaching methods change to involve more group work, collaborative studies and joint research projects. Communication is paramount and it is therefore important to try to be more aware of what is involved when attending a conference or participating in a group activity and to learn some of the interactional language that is used in academia. It is important to practise giving presentations, to listen to other speakers and to comprehend and evaluate the content of a variety of academic topics.

On this course you will learn about:

- Giving a presentation - the structure of presentations, making and using notes to speak from, introducing the topic, generalising, sequencing, sign-posting, describing similarities and differences, comparing and contrasting, using visual aids, giving examples and referring to research, emphasising, summarising and concluding.
- Group work – Through a series of ‘TedTalks’ aimed at improving your listening and communication skills you will be: participating in, controlling

and leading a discussion, changing the subject, moving on, interrupting politely, asking questions, asking for more information/clarification, stating a point of view, supporting your view, agreeing and disagreeing, challenging and commenting, making suggestions and reaching a conclusion.