

ACADEMIC WRITING SKILLS WORKSHOP
 ANU COLLEGE OF BUSINESS AND ECONOMICS-JULY 16 2009
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Writing is an extremely important skill that should be mastered by graduate students and academic staff. This class is part lecture and part workshop that focuses on developing skills essential for writing a thesis or academic article such as: developing a strong, well structured argument; being aware of some of the conventions used in academic writing; avoiding plagiarism and submitting articles to journals.

SESSION	TOPIC	
9.00-10.30	Introductions What is good academic writing? Paragraph structure	This session will cover the basic principles of clear, cohesive and coherent writing. Specifically we will look at: sentence and paragraph structure; writing concisely and with emphasis; appropriate use of tenses; balancing the active and passive voice; and appropriate use of personal pronouns.
10.30-11.00	Examination procedure	
11.00-11.15	BREAK	
11.-15-12.45	Persuasive arguments Information management Literature review Overall document structure	This session will focus on some common problems encountered with writing a literature review and some practical ways to approach those problems. We will also look at ways of organising the article or dissertation to achieve a stronger and more consistent focus on the argument.
12.45-1.45	LUNCH	
1.45-3.30	Abstracts/introduction/conclusion Common errors of grammar	Building on the techniques discussed in previous sessions we now look at some of the conventions of writing abstracts, introductions and conclusions.
3.30-3.45	BREAK	
3.45-4.15	Journal submission and review process	What does a reviewer look for and what don't they want to see? What to do with a rejection or rewrite? How to communicate with the editor?
4.15-5.00	Plagiarism Editing	How to avoid plagiarism and techniques to facilitate paraphrasing. What to expect from an editor.

