

ACADEMIC WRITING FOR CULTURAL HERITAGE
AY 2022-23 FALL
COURSE SYLLABUS

Lecturer: Ágnes Diós-Tóth (Center for Academic Writing)

Credits: 2 US Credits and 4 ECTS credits

Mandatory course for Cultural Heritage MA students; no prerequisites

AY 2021-22 Fall; 12 weeks (Sep 20-Dec 6)

Class Times: Tuesdays 10.50 am -12.30 pm

COURSE AIMS

The aim of this course is to help you develop as a writer within the English-speaking academic community by raising awareness of, practicing, and reflecting upon the conventions of written texts. In addition to addressing issues related to academic writing, the course will also focus on other skills you will need to complete your graduate level work in English.

During the course, you will:

- become familiar with the genres of and enhance the skills related to critique, research-based writing and policy writing;
- acquire an awareness of and ability to use effectively the discourse patterns of academic English;
- improve your critical reading skills, enabling you to think and write more clearly;
- have the opportunity to develop your writing process through phases of generating ideas, drafting, peer evaluation and individual writing consultations;
- learn to take into consideration the expectations of your readership with regard to discourse conventions in different communities;
- learn to incorporate the work of other authors into your own writing within the requirements of English academic practice;
- gain confidence in expressing yourself in speaking and writing in English.

LEARNING OUTCOMES

By the end of this course, you should be able to:

- identify the purposes, typical components and features of various genres in your field;
- structure a critique, a research paper and a policy brief at the micro and macro level;
- think and write more clearly and incisively;
- draw on a variety of skills and approaches when writing different papers;
- write for various audiences, adapting your writing to the expectations of these audiences;
- properly incorporate the work of other authors into your own writing, and understand the CEU policy on plagiarism;
- edit and refine your own written work.

ASSESSMENT

Academic Writing is a required course, which you need to pass in order to complete your degree. It will appear on your transcript but will not affect your GPA.

Attendance is mandatory and active participation in sessions is expected. Any absences (maximum 2) must be explained to the instructor by email, if possible before the class (with a copy to the coordinator). In addition, you will be expected to come for an individual consultation to make up for any such missed class.

During the course, you will have to complete one piece of writing for the Center: **a critique**. The 800-word critique needs to respond to an assigned reading in a critical way and provide elements of summary and evaluation. Further assignment instructions will be provided in class. The essay needs to adhere to [CEU's Policy on Student Plagiarism](#).

You will be required to have **a mandatory individual consultation** on this critique assignment. We provide extensive feedback during consultations, which is intended to help you improve your writing. Following the first consultation on a paper, you will have the opportunity to redraft, revise and improve your work and discuss it again. Beyond this, individual consultations on departmental assignments are available to you and are encouraged on a voluntary basis throughout the academic year.

You can sign up for individual consultations using <https://ceu.mywconline.com>. For my consultation policy, see the attached guidelines on Moodle.

COURSE OUTLINE

The syllabus is subject to change. The updates will be announced in advance and posted on the Moodle site of the course. The class is mainly hands-on and workshop-based, but short weekly readings or additional tasks will be assigned as well. All material will be available on the course's Moodle site or via electronic access to the CEU library.

1. Introduction to the Course (Sep 20)

Aims: To introduce you to some of the underlying issues of academic writing, including the writing process, contrastive rhetoric, and genre theory

Section A — The Critique

This section will introduce you to critical reading as a process of evaluating the context and purpose of written texts and enable you to apply the insights gained from this process to the production of a written critique as an example of such a text.

2. Critical Reading - Initial Stages of a Critical Reading Process (Sep 27)

Aims: To provide you with a technique for actively engaging with a text and discover key ideas

3. Critical Thinking - Evaluating Information (Oct 4)

Aims: To give you the chance to evaluate ideas by critically reflecting on their validity

4. Writing a Critique (Oct 11)

Aims: To help you recognize the typical structural elements and language of the critique genre

5. Micro-level Argumentation: Paragraphing (Oct 18)

Aims: To familiarize you with the structure and development of paragraph-level argumentation

CRITIQUE DUE: Sun, Oct 23 (11.59pm)

Section B – Research Writing

In this part of the course, you will develop an awareness of structural and discursive features of research writing. You will become familiar with how to use the work of other authors effectively in academic writing, and how to develop your own voice.

6. *The Nature of Research Writing and Developing Arguments in Research Papers (Oct 25)*

Aims: To introduce you to research writing and familiarize you with strategies and techniques for developing written argument in academic texts, particularly at the macro level

7. *Supporting your Argument – Using Sources (Nov 8)*

Aims: To help you to understand the role of sources in academic writing, how they underpin argument and how they can be used

8. *Using the Work of Other Writers Effectively (Nov 15)*

Aims: To equip you with knowledge and strategies to enable you to cite correctly, use summary, paraphrase, quotation and reporting verbs effectively when referring to sources

9. *Library Session on Relevant Databases and Zotero (TBD)*

Aims: To introduce you to relevant, discipline-specific databases and the use of Zotero for managing your sources

10. *Introductions and Conclusions to Research Papers (Nov 22)*

Aims: To familiarize you with the conventions of academic writing as regards the structure of introductions and conclusions of research papers

Section C – Policy Writing

This section will introduce you to the key genres and approaches in policy writing and enable you to apply the insights gained to the structuring of a policy brief.

11. *Introduction to Policy Writing (Nov 29)*

Aims: To provide you with an awareness of various types of policy papers and to help you to recognize the different purposes, audiences, and structural features

12. *The Policy Brief (Dec 6)*

Aims: To help you to recognize the different purposes, audiences, and structural features of policy briefs