

1.	Title of the course	Academic Writing
2.	Course number	HS404L
3.	Structure of credits	3-0-0-3
4.	Offered to	UG
5.	New course/modification to	Modification To HS4122/6
6.	To be offered by	Department of Humanities and Social Sciences
7.	To take effect from	July 2022
8.	Prerequisite	Nil
9.	Course Objective(s): This course is designed to introduce students to the general concepts of writing. Further, the students will be updated on rhetorical forms, and the methods and conventions of academic argumentation and research with an emphasis on the skills and practices required to produce academic essays, constructing arguments, and carrying out various types of analysis employing the various stages of the writing process.	
10.	Course Content: Paragraph structure (topic sentence, supporting examples, transition sentence); methods of writing; basic rhetorical modes (narration, description, exposition); writing process (pre-writing, writing, re-writing); punctuation, effective use of quotation, paraphrase and summary; stylistics (vocabulary, conciseness); letter writing; notice writing; report writing; resume/CV writing; proposal; netiquette; statement of purpose (SoP); plagiarism	
11.	Textbook(s): 1. Bailey S, <i>Academic Writing: A Handbook for International Students</i> , Routledge (2017). 2. Savage A, and Mayer P, <i>Effective Academic Writing</i> , 2nd Edition, Oxford University Press (2013).	
12.	Reference(s): 1. Rizvi M A, <i>Effective Technical Communication</i> , McGraw-Hill Education (2005). 2. Hewings M, <i>Cambridge Academic English</i> , Cambridge University Press (2004).	