

2024/2025
Year 2_group 1&2
PNJA_Komunikowanie pisemne w środowisku zawodowym

Instructor

mgr Bożena Miastkowska

OBJECTIVES

The course aims at improving students' academic writing skills, including their use of register and style.

The course will focus on:

- awareness of the writer's audience and purpose, tone, style and manner of expression;
- a sense of writing as a process, involving stages of pre-writing (think and decide), drafting (write), revising (make it better), editing (make it perfect) and publishing (share it);
- perfecting paragraph structure and text organization;
- awareness of the various techniques and methods students use in learning to write in English.

The course will also concentrate on sophisticated structures characteristic of academic English, specific lexical items, stylistic devices, clarity, syntax, conjunctions, discourse markers, punctuation and general accuracy.

COURSE CONTENT

- paragraph and essay
- cause and effect essay
- for and against essay
- opinion essay
- paraphrasing
- punctuation
- writing introductions and conclusions
- selected areas of English vocabulary and grammar
- critical reading

COMPLETION REQUIREMENTS

40% of the total grade – 1 in-class written paragraph/essay assignment per semester

40% of the total grade – 1 team presentation per semester

20% of the total grade – 1 formal vocabulary test

COURSEBOOKS

Boardman, C. A. and J. Frydenberg. 2008. *Writing to Communicate 2. Paragraphs and Essays*. Pearson Longman.

Hadfield, Jill, Charles. 2000. *Simple Writing Activities*. Oxford : University Press,

Harlow, J/ 2005. *Academic Writing Course: Study Skills in English*. R.R. Jordan. Harlow: Longman.

MacAndrew, R. Lawday C. 2005. *Cambridge First Certificate: Writing*. New Edition..
Cambridge: University Press.

Oshima, A. Hogue, A.2006. *Writing Academic English*. Pearson: Longman.

Rogers, M, J. Taylore – Knowles, S. Taylore- Knowles and I. Wiśniewska. 2015. *Open Mind. Upper Intermediate (B2)*. London: Macmillan.

Taylor G. 2009. *A Student's Writing Guide How to Plan and Write Successful Essays*. Cambridge University Press.

Zemach, D.E, Islam, C. 2006. *Writing in Paragraphs*. Oxford: Macmillan Education.

1 SELF-STUDY BOOKS AND MATERIALS

Shiach D. 2009. How to Write Essays. HowToBooks. Sample online resources:
<https://owl.english.purdue.edu/owl/resource/685/01/>
<http://klivingston.tripod.com/essay/>
http://www2.actden.com/writ_den/tips/essay/index.htm