

# NCO102 Effective Writing

**Level:** 1

**Credit Units:** 5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** EVERY SEMESTER

## Synopsis:

Effective Writing aims to equip students with the necessary writing skills in academic and professional contexts. Students will learn how to write effectively for different audiences as well as with various purposes. This course will cover a variety of writing topics such as how to write an academic essay, how to write a report, how to write a professional email, and how to synthesize ideas from external information through writing. In addition, students will learn to evaluate their writing critically and adopt the feedback provided by instructors. From the revision process, students will learn to refine their writing drafts into clear and polished papers.

## Topics:

- Characteristics of academic writing: the audience, the aim, the structure and the style
- How to accurately respond to different essay instructions
- The thesis statement in an introduction and the main ideas in body paragraphs
- How to build strong arguments with well-structured supporting ideas
- Paraphrase and synthesize external resources in your writing
- The writing flow and the conclusion
- Characteristics of professional writing: the audience, the aim, the structure and the style
- Writing emails: organization, format and language styles
- Writing memos: functions, formats and tones
- Summarize information: describing in tables, charts and graphs
- Report writing in the workplace
- Writing instruction and procedures: purposes, steps and styles

## Learning Outcome:

- Describe the audience, purpose and tones of academic writing as well as professional writing
- Identify the correct organization and language styles for academic writing as well as professional writing
- Apply the writing feedback to improve the writing drafts
- Write effective academic papers in the university setting
- Demonstrate effective writing in the workplace setting
- Organize external resources critically into the writing

## Assessment Strategies (Daytime Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 1	50
	TUTOR-MARKED ASSIGNMENT 2	50

**Total**

**100**