

**Far Western University**  
**Faculty of Education**  
**Bachelor of Education**

Course Title: **Study Skills in English III**  
 Course No. : C.Eng.230  
 Semester: Third  
 Level: Undergraduate

Nature: Theoretical  
 Credit Hours: 3  
 Teaching Hours: 48

### 1. Course Introduction

This course aims at developing study skills and academic English skills in students. The course covers reading academic texts efficiently and effectively; taking notes from lectures and books; doing basic research; using library or computer-based resources; writing academic papers; taking part in discussions; presenting papers; managing study time and preparing for examinations. In this course the students analyse characteristics of written and spoken academic texts, develop awareness of academic culture and learn to avoid plagiarism. The course also aims to develop independent learning skills and critical thinking and allows for personalisation of learning.

### 2. General Objectives

General objectives of this course are to:

- a) introduce students to the basic concepts of academic skills.
- b) help them develop different types of academic reading skills.
- c) enable them to be successful in academic writing.
- d) help them manage study skills for academic purpose.
- e) write academic papers.

### 3. Contents with Specific Objectives

Specific Objectives	Contents in Detail
<ul style="list-style-type: none"> <li>• Explain the basic concepts of academic writing</li> <li>• Discuss the purpose, format and features of academic writing</li> <li>• Differentiate between academic and other writing genres</li> <li>• Plan for writing academic papers</li> </ul>	<b>Unit One: Introduction to Academic Writing (8 hours)</b> <ol style="list-style-type: none"> <li>1.1 Defining academic writing</li> <li>1.2 Purpose of academic writing</li> <li>1.3 Features of academic writing</li> <li>1.4 Principles of academic writing</li> <li>1.5 Difference between academic writing and other writing genres</li> <li>1.6 Planning for academic writing</li> </ol>
<ul style="list-style-type: none"> <li>• Elaborate reasons for reading</li> <li>• Develop reading skills</li> <li>• Search the sources of information</li> <li>• Find out the strategy for note taking</li> </ul>	<b>Unit Two: Reading for Academic Writing (8 hours)</b> <ol style="list-style-type: none"> <li>2.1 Academic reading</li> <li>2.2 Reasons for reading</li> <li>2.3 Active and careful reading (scanning and skimming)</li> <li>2.4 Finding suitable sources</li> <li>2.5 Note taking</li> <li>2.6 Developing critical reading skills</li> </ol>



<ul style="list-style-type: none"> <li>• Develop approaches of academic vocabulary</li> <li>• Use academic vocabulary in academic writing</li> </ul>	<b>Unit Three: Developing Academic Vocabulary (8 hours)</b> 3.1 Approaches to developing academic vocabulary 3.2 Nouns and adjectives 3.3 Verbs and adverbs 3.4. Prefixes and suffixes 3.5. Synonyms
<ul style="list-style-type: none"> <li>• Introduce various types of academic writing</li> <li>• Writing reports</li> </ul>	<b>Unit Four: Developing Writing Skills (8 hours)</b> 4.1. Essay writing processes 4.2 Cause and effect 4.3 Problems and solutions 4.4 Compare and contrast 4.5 Case study 4.6 Writing reports
<ul style="list-style-type: none"> <li>• Use various tools for academic writing</li> <li>• Edit and proof read the academic papers</li> </ul>	<b>Unit Five: Tools for Academic Writing (8 hours)</b> 5.1 Definitions and examples 5.2 Punctuation and style 5.3 Cohesion and comparison 5.4 Numbers and visual information 5.5 Editing and proof reading
<ul style="list-style-type: none"> <li>• Acknowledge the sources</li> <li>• Avoid plagiarism from their academic writing</li> <li>• Use referencing and citations appropriately.</li> <li>• Summarize and paraphrase</li> </ul>	<b>Unit Six: Acknowledging the Sources (8 hours)</b> 6.1 Avoiding plagiarism 6.2 Referencing and citation 6.3 Summarizing and paraphrasing 6.4 Contrasting sources

#### 4. Methodology and Techniques

- Class presentation
- Discussion/interaction
- Group work/pair work
- Project work
- Self-study

#### 5. Evaluation Scheme

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|------------|----------|
| • Internal | 40 Marks |
| • External | 60 Marks |

##### 5.1 Internal Evaluation 40%

The internal examination will be conducted based on the following criteria:

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|--|----------|
| • Attendance and participation                   | 10 marks |
| • Assignment 1(Reflective Notes)                 | 5 marks  |
| • Presentation                                   | 5 marks  |
| • Assignment 2 (Term Paper Writing/Project work) | 10 marks |
| • Midterm examination                            | 10 marks |

## 5.2 External Evaluation (Final Examination) 60%

Office of the Controller of Examination will conduct final examination at the end of semester.

Types of questions	Total questions to be asked	Number of questions to be answered and marks allocated	Total marks
<b>Group A:</b> Multiple choice items	10 questions	$10 \times 1$	10
<b>Group B:</b> Short answer questions	6 with 2 'or' questions	$6 \times 5$	30
<b>Group C:</b> Long answer questions	2 with 1 'or' questions	$2 \times 10$	20
<b>Total</b>			60

## 6. Prescribed Texts

Baily, S. (2022). *Academic writing for university students*. Routledge. (For All units)

Bailey, S. (2018). *Academic Writing: A handbook for international students (5<sup>th</sup> ed.)*. Routledge.

(For All units)

Read, S.H. (2019). *Academic writing skills for international students*. Red Globe Press. (For All units)

Reinders, H. Lewis, M. & Phung, L. (2017). *Studying in English: strategies for success in Higher Education (2<sup>nd</sup> ed.)*. Palgrave (Chapter 7- 9 for Unit1,2 and 4)

Wallace, M. (2009). *Study skills in English*. Cambridge. Cambridge University Press. (For Unit 2)