

Course Code : WUC 203/03
Course Title : Writing Skills for University Studies
Advisory Prerequisite(s) : Nil
Level : Middle
Credit hours : 3
Duration of course : 1 semester

Course Coordinator

Ch'ng Ping Ping

MA (Linguistics and English Language Studies), BA Translation and Interpreting (Hons) (USM)

This course introduces the students to concepts that will help them to understand what writing is and how to produce a piece of written text that is appropriate for university studies such as writing texts that classify, describe a process, narrate, persuade, compare, contrast, discuss, evaluate, define, give solutions to problems, and describe cause and effect. It also touches on writing skills needed for professional writing such as writing technical documents, reports and proposals.

Learning Outcomes

After successfully completing this course, students should be able to:

- Demonstrate the ability to identify the thesis statement and topic sentences and produce paraphrases of the content in a given passage, of which accuracy and fluency are key features.
- Produce an outline of an essay consisting of an introduction, thesis statement, topic sentences, supporting statements and conclusion with relevant references.
- Produce a range of writing styles and text types.
- Use appropriate form, structure and principles in writing various types of technical documents including reports and proposals.
- Use appropriate referencing techniques to overcome plagiarism.
- Use the principles or strategies learned to comprehend and answer essay type questions in exams and answer written assignments.

Topics

- The writing process
- Different types of texts
- Writing reports and proposals
- Writing technical documents
- Answering written assignments and essay questions in assignments

Main Reference

- Wawasan Open University (2015). *Writing Skills for University Studies*. Penang: Wawasan Open University

Other references

- Oshima, A & A. Hogue. 2014. *Longman Academic Writing Series 4: Paragraphs to Essays, Fifth Edition*. New York: Pearson.
- Searles, G. 2013. *Workplace Communications: The Basics*. 6th ed. New York: Pearson.