

<b>Study Course Title</b>	<b>Academic Writing in English</b>
<b>Study Course Code</b>	ValoB369
<b>Branch of science</b>	Linguistics and literary studies
<b>Credits (ECTS)</b>	<b>3</b>
<b>Total Number of Contact Hours</b>	<b>30</b>
<b>Number of Lecture Hours</b>	0
<b>Number of Seminar and Practical Assignment Hours</b>	30
<b>Number of Hours for Laboratory Assignments</b>	0
<b>Independent Study Hours</b>	<b>45</b>
<b>Language of Instruction</b>	English
<b>Course Approval Date</b>	22.08.2025
<b>Responsible Unit</b>	BA School of Business and Finance of the University of Latvia

**Course Developer**

Dr. philol., prof. Indra Karapetjana

**Prerequisite Knowledge**

Knowledge of English at the secondary education level.

**Study Course Abstract**

The main aim of the course is to advance students' writing skills in the English language for academic and research purposes. The students will learn conventions and genres in academic writing, improve their written academic style and lexicon-grammatical means essential for academic writing.

**Course Plan Full-time Regular Studies**

- 1.Introduction to academic writing written academic style. 4S
  - 2.Text and paragraph structuring. Cohesive and coherent flow of ideas. 4S
  - 3.Conventions for using sources in academic writing. Referencing systems. Avoiding plagiarism by summarising and paraphrasing. Application of AI in academic writing. 8S
  - 4.Use of academic vocabulary. Description of visual data. 4S
  - 5.Editing and proofreading. Accurate use of language. 2S
  - 6.Writing a problem-solution text. 4S
  - 7.Types of written genres (e.g. essays, reports). Writing the abstract. 4S
- Total 30S

**Characterization of students' independent work organization and tasks**

The student does pre-class preparation, completes the assigned tasks, and prepares for the final exam

**Learning Outcomes**

Knowledge:

1. know and explain the conventions of academic writing;

Skills:

2. based on the given criteria, write, proofread, critically assess, and revise their own writing to improve its lexicon-grammatical clarity and logical development;

Competence:

3. write well-structured academic genres and texts applying correct writing conventions, appropriate academic vocabulary and grammar.

**Requirements for Awarding Credits**

Intermediate assessment:

1. Three tests (summary 20%; abstract 15%, visual data description 15%) and assignments on language use (10%) - 60%

Final assessment:

2. Written examination - 40%

**Criteria for Evaluating Learning Outcomes**

In accordance with Regulations of the Cabinet of Ministers of the Republic of Latvia, at the end of the course, students' knowledge is evaluated according to the following criteria: the amount and the quality of the obtained knowledge, acquired skills and competence in compliance with the planned learning outcomes.

Type of Assessment	Learning Outcomes		
	1	2	3
1.Three tests (summary 20%; abstract 15%, visual data description 15%)	+	+	+
2.Written examination	+	+	+

**Compulsory Reading List**

1. Bailey, Stephen (2015) Academic Writing for International Students of Business. 2nd edition. London and New York: Routledge
2. McCarthy, Michael and O'Dell Felicity (2008) Academic Vocabulary in Use. Cambridge: CUP
3. Read, Siew Hean (2024) Academic Writing Skills for International Students. 2nd edition. London and New York: Bloomsbury.

**Further Reading List**

Fang, Zhihui (2021) Demystifying Academic Writing. Genres, Moves, Skills, and Strategies. London and New York: Routledge

**Periodicals and Other Sources**

1. Available e-resources in the relevant branches of science.
2. Phrases for writing research papers: <http://www.phrasebank.manchester.ac.uk/>
3. Rhetorical functions of academic writing  
<http://www.uefap.com/writing/function/funcframargue.htm>

Plagiarism and other academic misconducts are not permitted within the course please refer to the Regulations for Academic Integrity at the University of Latvia. Within this course, the use of generative artificial intelligence (AI) tools is allowed in exceptional cases, if it has been specified and authorised in writing by the instructor of this course. In all other cases, submission of materials generated by the AI (text, images, audio, video, etc.) in independent and group assignments, test, examination or any other assessment is not permitted, submission of this type of material will be considered an unauthorised use of aids.