

# Academic Writing in English

## Writing Academic Essays

*OPTIONAL WRITING COURSE FOR CERTIFICATE AND DIPLOMA STUDENTS!!!*

### INTRODUCTION

Most Certificate and Diploma programmes include courses that will require you to write essays of varying lengths as part of the course assessment. The skills needed to write effective essays in an academic tone and style are quite different from, for example, writing typical business correspondence or personal emails. Writing for an academic audience (e.g. your course professor!) might be something that you have not had specific training in. If this is true for you, then this is a course which will help you meet the academic writing demands of the courses you are currently pursuing, or will be pursuing, as part of your overall Certificate or Diploma programme.

### COURSE FEATURES

This course will have the following features:

- focus on academic writing only, not on business correspondence/personal writing
- be offered on a Pass/Fail basis, based on progress made during the course
- be completely optional, not a required course
- will not teach the skills of writing a research paper (please see our other course “Writing a Research Paper” for these skills)

### COURSE CONTENTS

The course will cover the following topics:

The academic writing process; the grammar of academic discourse; the vocabulary and tone of academic writing ;achieving clarity; narrowing your topic; supporting your thesis; using simple, compound, and complex sentences effectively; the grammatical structures needed to: define, generalize, argue, support, compare and contrast, classify, refute, and enumerate; generating ideas; developing a plan, drafting and editing

### WHO CAN APPLY?

This course is primarily targeted at SCOPE students currently enrolled in one of our certificate or diploma programmes who feel that their lack of English language skills for writing extended pieces of work in an academic style is limiting their chances for success in their current Certificate or Diploma programme. The course will be delivered in such a way as to allow for a wide range of writing levels among the course participants. The goal will be for individual improvement, not competition with your fellow classmates.

### COURSE INFORMATION

Code: 92627  
Start/End Dates: 19 September 2009 – 7 November 2009 (every Saturday)  
Meeting Times: 2:30 pm – 5:30pm  
Total Contact Hours: 21 hours (7 x 3-hour session)  
Venue: SCOPE Learning Centre (Kowloon Tong) or other designated SCOPE Learning Centres  
Instructor: SCOPE part-time English instructor

### CLOSING DATE FOR APPLICATION

31 August 2009

### FEES

Course fee: HK\$1,500 (for SCOPE students)  
HK\$1,800 (for the Public)

# Enrolment Form for General Course

Please refer to the Application Guide & Course Information before completing this form. Kindly fill in the application form clearly in English BLOCK Letters.

Course Title \_\_\_\_\_ Course Code \_\_\_\_\_

## PERSONAL PARTICULARS (\* Please delete as appropriate)

Name (Shown on HKID Card / Passport) \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

HKID Card / Passport No\* \_\_\_\_\_ Gender M / F \* Date of Birth \_\_\_\_\_ (dd/mm/yy)

Place of Origin (for non-local applicants only) \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Tel \_\_\_\_\_ (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile#)

Fax \_\_\_\_\_ Email \_\_\_\_\_

\* Urgent notice will be sent to your mobile phone via SMS

## EDUCATION Highest Education Attained ( Please " ✓ " as appropriate)

- |  |  |  |
|--|--|--|
| <input type="radio"/> Secondary or below           | <input type="radio"/> Diploma / Higher Certificate / Certificate | <input type="radio"/> Postgraduate Diploma/Certificate |
| <input type="radio"/> Form 5 or equivalent         | <input type="radio"/> Associate Degree / Higher Diploma          | <input type="radio"/> Master's Degree                  |
| <input type="radio"/> Form 6, Form 7 or equivalent | <input type="radio"/> Bachelor's Degree                          | <input type="radio"/> Doctoral Degree                  |

Please use a separate cheque for each course.

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_ Cheque No: \_\_\_\_\_

## ADDITIONAL INFORMATION

Do you need a CEF application form?  Yes  No

Have you ever taken SCOPE course / programme?  Yes  No

## DECLARATION

- I declare that I have read and understood the nature and details of the Application Guide & Course Information.
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any course which I am enrolled in and all fees paid will not be refunded.
- I authorize SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.
- I authorize SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.
- I understand that, upon my registration in a course, the data will become part of my student record and may be used for all purposes relating to my study in the course.
- I consent that if admitted to the course, I will conform to the statutes and regulations of City University of Hong Kong and SCOPE.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- SCOPE would like to provide you information on our programmes / courses to help navigating your lifelong learning. If you do not wish to receive such information, please " ✓ " the box.

## Application Guide for General Course

- Applicants may enrol in person or send the completed enrolment form together with the course fee in form of a crossed cheque or cashier's order made payable to "City University of Hong Kong" to :  
School of Continuing and Professional Education (SCOPE)  
Lower Ground Floor, Academic Exchange Building  
City University of Hong Kong  
Tat Chee Avenue, Kowloon  
Office hours : Mon - Sat: 9 am - 12 noon; 2 pm - 5 pm  
Enquiries : 3442 7423  
Email : [scope@cityu.edu.hk](mailto:scope@cityu.edu.hk)  
Website : <http://scope.edu>  
Please use a separate cheque for each course and note that post-dated cheque will not be accepted.
- Reservation of a place by fax is not accepted.
- SCOPE reserves the rights not to admit an applicant. Places allocated in each class are not transferable. Fees are not refundable or transferable.
- SCOPE reserves the rights to alter course details such as date, time, venue and instructor as well as to cancel courses.
- Non-local applicants are defined as persons entering Hong Kong for the purpose of education with a student visa/entry permit issued by the Director of Immigration. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: <http://www.immd.gov.hk>)
- Participants will receive an acknowledgement of enrolment, and a time table together with venue directions. Please contact us if you do not receive any notification one week before course commencement.
- Personal data provided on the application form will be used by SCOPE for purposes relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <http://www.cityu.edu.hk/ce/pdcs>
- SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to SCOPE to specify what special assistance is needed. All information collected will be kept confidential.
- SCOPE will make special arrangements when Typhoon Signal No.8 or above is hoisted, or when a Black Rainstorm Warning Signal is issued by the Hong Kong Observatory. Please visit SCOPE Website for details.