



## Introduction

In a contemporary society like ours whereby paper qualifications is key to better job prospects, many working adults are going back to the classroom to earn a higher qualification. Technically speaking, the need for workers to go for training, retraining and upgrading of skills has become more imperative than ever.

Academic courses will undoubtedly require students to express their ideas and answers in reasonably good written English, thus this specialised workshop – *Academic Writing: the mechanics* is developed to provide learners the essential language tools for effective essay writing.

<b>Schedule:</b>	<b>Weekday/Weekend</b>
<b>Number of sessions:</b>	<b>1</b>
<b>Training duration:</b>	<b>8 hours</b>
<b>Timing:</b>	<b>9.00am to 6.00pm</b>
<b>Full Course Fee:</b>	<b>S\$250.00</b>
<b>Class size:</b>	<b>5</b>

## Coverage:

The workshop focuses on the following aspects of academic writing:

- Formal vocabulary
- Specific verbs
- Redundancy
- Transitional words and phrases
- Writing objectively
- Subject-verb agreement
- Sentence length and structures
- Verb tenses
- Active/passive voice
- Punctuation
- Proofreading and editing

## Methods of Training:

1. Teaching and explaining concepts
2. Model essays: why some writings tick
3. Editing academic essays

## Personal Coaching:

During the workshop, the instructor will dedicate 15 minutes to each student to provide constructive feedback on his/her past works.

## Certification:

At the end of the course, participants will receive a certificate of attendance.