



University of Prizren “Ukshin Hoti”
Faculty of Economics
Program International Management

PROGRAMI MËSIMOR – International Management							
Level of studies		Bachelor	Program	IM	Academic year	2019/20	
Subject		Academic writing					
Year	I	Course status	Mandatory	Code		ECTS	4
Semester	II						
Teaching weeks		15		Teaching classes		Lectures	Exercises
						2	2
Teaching methodology		Academic writing subject consists of two lecture classes and two exercise classes per week. Frontal and interactive methods are used, including conversations, evaluation, argumentation, analyses and syntheses. Students are instructed to use scientific literature. The subject consists of lectures, exercises, interviews, tests, seminars.					
Consultations							
Professor		Prof. asst. dr. FlamurShala		e-mail		flamur.shala@uni-prizren.com	
				Tel.		044 509 272	
Assistant				e-mail			
				Tel.			
Objectives				Student benefit			
<p>The aim of the course is that students:</p> <ul style="list-style-type: none"> -Understand that Academic Writing is closely related to other linguistic subjects and through teaching it students will learn about the text, paragraph, sentence, coherence, and text organization. -Identify, understand, and apply theories from the field of academic writing. - To raise the overall level of language use. - To develop communication and knowledge transfer. - To be able to apply the knowledge gained in this course - To be trained for individual and group research. -To be able to judge, compare, analyze, synthesize, etc. 				<p>The main objective of the course is that students:</p> <ul style="list-style-type: none"> -Understand that academic writing is an inseparable subject from the main branches of linguistics and stylistic language and that writing a text implies a genuine prior knowledge of language system and its use. -Acquire writing techniques and distinguish them well, such as: Analyzing / selecting the topic; Research / gather material, General plan: grouping and categorizing information; Writing a text - background, lecturing / discourse, style and discourse, language use ; Text review - editing; -To be able to differentiate the types of texts; -Acquire knowledge and adopt grammatical norms; -Understand the general trends in the development of writing techniques; 			

Methodology for accomplishing learning topics:				
.Lectures, workshops, presentations, research , assignments, written and oral exercises, discussions, debates, consultations, etc.				
Means to accomplish teaching process:				
Class, table, projector, computer, chalk and marker, photocopied material etc.				
Student assessment (%)				
		Grading scale table (%):	Final grade	
		Attendance – 10%		
		Seminar paper 5%		
		Assignment 5%		
		Mid-term exam 25%		
		Final exam 55%		
Student Obligations: Lectures, exercises				
<ul style="list-style-type: none"> • Attendance • Participation in discussions • Attendance in mid-term exam • Attendance in final exam • Attendance in exersises • Adhering the Code of Conduct, etc. 				
Lectures		Exercises		
Students have to attend classes, interactively participate in the progress of the teaching process, and perform all the tasks assigned by the teacher.		The topics of Academic Writing are presented by the use modern teaching methodology.		
Structure, organization and schedule of the course				
Activity	Hours	Days/Weeks	Total:	
Seminar paper	15	3 days	15	
Assignment	5	1 day	5	
Grasping the meaning	20	4 days	20	
Preparation for mid-term exam	15	3 days	15	
Preparing for final exam	45	1 week	45	
Remarks: 1 ECTS credits = 25 hours of class attendance, i.e. if the course has 4 ECTS credits the student must attend 100 hours during the semester.		Total:	100	
Week		Lecture	Exercises	
1.	Topic	Hours	Topic	Hours
	Academic writing subject -General knowledge -General concepts	2	Writing a text- Structure analysis	2
2.	Introduction of writing techniques -Text - reading / writing a text Text and communication, text strategies,	2	Reading strategies Speaking of rhetorical structures The nature of writing	2

	text functions, text skills, body of text.		Logical connection	
3.	Basic Writing Techniques -Analysis, Research, General Plan, Writing, Editing (Revision)	2	Selection of topic, sources, classification of information, relevant and irrelevant text elements	2
4.	Analysis / Subject Selection -Definition of the thesis -Subject Index	2	Defining the thesis and case index - Written text	2
5.	Research / Collection of Material -Research resources -types of resources -Internal References -Bibliography	2	Primary and secondary resources -Internal References and Bibliography. -Written text	2
6.	General plan - Grouping and categorizing information - Coherent, logical and transparent structure - Inclusion of supporting elements for the thesis - Determination of submission order - deletion of irrelevant things	2	General plan -Classification and selection of information used for writing -Written text	2
7.	Writing a text -Sound (time and space) -Person, Pointing, Lecturing / Discourse, Fair Lectures / Oblique Lecture, Styles and Discourse, Language Use, Unity, Coherence and Cohesion	2	Writing a text Style and discourse Coherence and cohesion Written text	2
8.	Text review Method, content, interest, clarity, accuracy, editing	2	Review the text Editing Written text	2
9.	Text Techniques / Text Structure - Paragraph Structure - Paragraph Styles (by Character): Descriptive Paragraph, Explanatory Paragraph, Rhetorical-Persuasive Paragraph Mid-term exam	2	Paragraph and text structure Types of paragraphs Written text Mid-term exam	2
10.	Types of paragraphs (by function) -Introductory paragraph -Explanatory paragraph -Closing paragraph	2	Function paragraphs Written text	2

11.	Text Structure - Text, Introduction, Body, Closure	2		2
12.	Language Structure of Text -Sentence Structure-Simple Sentence -Types of sentences: Demonstrative sentence, interrogative sentence, exclamatory sentences -Types of sentences according to structure	2	Structure of text and types of sentences	2
13.	Ways of Addressing - The Art of Writing a letter - Techniques on writing a letter	2	Addressing Writing a letter	2
14.	Main Forms of Addressing -Request -Response -Remark -Apologize -Congratulation	2	Writing a request, a response, a remark, an apology, and a congratulation text.	2
15.	Main forms of addressing -Management -Memorandum -Job application -Application (motivation letter) -Biography, electronic communication	2	Writing a memorandum Job application -Letter of Motivation Biography Electronic communication Written text	2

Bibliography

VehbiMiftari, *Shkrimiakademik*, Prishtinë, 2013.
 Kathleen McMillan & Jonathan Weyers, *Si tëshkruajmësedhetyrauniversitare*, Tiranë, (2010),.
 Umberto Eko, *Si bëhet një punim diplome*, Tiranë, 1997.

Remark

The classes are held according to the official schedule.Students should attend lectures and exercises.

Reminder for the student:

The attendance of students in the classroom helps them learn about the subject.Using interactive and modern methods makes students engaging and communicative.