

Academic Literacy

Academic Literacy Skills provides students with the opportunity to improve their writing, research and analytical skills. Students create a variety of composition style writing assignments. Some of these assignments incorporate the use of annotated bibliographies, referencing, correct usage of citations and how to identify source type and analyse information found on the web, in journals, and in the library. Although students are not asked to read novels and provide analysis of these writings, students are asked to read and analyse more contemporary publications that a typical university students would be required to access within most programs of study.

Academic Literacy Skills: A Guide to Successful Essay Writing has been developed to prepare students for the written assignment work that is a central feature of tertiary education programs. Academic Literacy Skills is an alternative to Year 12 English with an emphasis on Written Composition. The book *Academic Literacy Skills: A Guide to Successful Essay Writing* is a companion volume to *Successful Study Skills*.

The Course

The course materials comprise of a study guide or “workbook”. It has been prepared for people who have not previously written essays at a tertiary level.

The *Academic Literacy Skills* course addresses five main questions:

- What is academic writing, and what makes it different from other kinds of writing?
- What are the main ideas, why are they important, and how can they be recognised?
- How to organise ideas and communicate them clearly?
- How to summarise and note down accurately the information required?
- How to research, write, reference and present essays?

The *Academic Literacy Skills* workbook contains over 80 exercises to help students read and write academic essays. The majority of the exercises also have detailed answers. Tutorial support is available to enrolled students who wish to submit assignments for formal assessment as they work towards a Certificate of Achievement. Successful completion of this course may assist your application to a university program.

Academic Literacy Skills is offered with a time limit of 12 months from your date of enrolment. The development team suggests that 120 - 160 hours is a useful guide for completion of this course. This course has an online component to make submission of your word documents more convenient for you.

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