Writing Center English | Mini-Course Program | Winter Semester 2024/25 | [Registration via ILIAS](#)

Mini-Course Title	Format	*In-Presence or *Online WebEx Class Date & Time	Course Period	Instructor
[Essential English Grammar Practice: Refresh and Improve your Skills](#)	ILIAS (asynchronous)	No In-Presence nor WebEx Class	Monday October 14, 2024 – Friday, February 7, 2025	[Daniel Schäuffele](#)
Mastering grammatically accurate writing in English is a skill crucial not only for your academic pursuits but also for your future professional journey. This mini-course will allow you to refresh and deepen your knowledge of the English grammar and to practice its essential rules via asynchronous modules and self-tests on your own time. You will explore the nuances of effective communication as you explore various grammatical structures of the English language. Upon completion of this mini-course, you will be able to meet the expectations of the English grammar in order to communicate proficiently.				
[Essential Steps to Science Writing: Asking Questions and Collecting Materials](#)	*WebEx Class and ILIAS	Wednesday, October 23, 2024 2:00 – 3:30 p.m.		[Ann Hesse](#)
Want to get your research paper or thesis off on the right foot? Research questions can help to lead you through the writing process from the very beginning. In this class, we will cover methods with which you can find those questions, structure first ideas, set up a plan for the writing task, and prepare the search for material. This is a process during which your intellectual interest is always the priority.				
[Painting a Picture with Data: Visualization Basics in English (asynchronous)](#)	ILIAS (asynchronous)	Asynchronous – Online (*final online tests) Friday, November 8, 2024	Monday, October 28, 2024 – Friday, November 8, 2024	[Daniel Schäuffele](#)
The use of clear and concise descriptions for visual aids plays a crucial role in enhancing readers' comprehension of the research findings within your academic text. This asynchronous mini-course is designed to enhance your academic writing skills, focusing on effective methods for articulating and elucidating data through visuals in a manner that is both precise and reader-friendly. Throughout this course, you will gain insights and practical techniques to refine your ability to communicate visual information. The flexibility of this mini-course allows you to progress through the material at your own pace within the course period. To assess your newfound skills, the course concludes with an online test as the final assignment, ensuring you can confidently apply the techniques learned to academic writing scenarios.				
[Writing Effective Abstracts for Theses and Papers](#)	*WebEx Class and ILIAS	Monday, November 4, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
Contrary to popular belief, an abstract is not a summary. The purpose of an abstract is to describe your work without going into detail; nevertheless, it is an essential advertisement for your text. Abstracts should be self-contained and carefully worded to explain your work as briefly and clearly as possible. In this mini-course, students have the opportunity to craft their own Abstracts based on				

	a fictitious experiment and results and therefore have the experience of understanding the steps of Abstract writing namely introduction, purpose, methods, results and conclusion.			
[No Fear of the Blank Page: Structuring and Starting to Write](#)	*WebEx Class and ILIAS	Wednesday, November 6, 2024 2:00 – 3:30 p.m.		[Ann Hesse](#)
	The research phase is mostly over, and now it is getting serious: the material and the arguments need to be sorted and put onto the blank page. Once that is done, many find themselves thinking, "all of this does not fit together at all!" When writing an academic text, many paths can lead to the goal. Often, the writing itself is a big hurdle. What do you start with? What can you do when you get stuck? How can you put everything you discovered on paper? How can you coherently connect the individual elements with each other? In this class, you will learn how to optimize your writing behavior during the "structuring" and "writing" phase.			
[Start Smart: Academic Writing Basics](#)	*WebEx Class and ILIAS	Monday, November 11, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
	This mini-course will cover the basics of academic writing. It will include a review of the essential elements of an academic paper, and the main style concerns for academic writing. Numerous examples and handouts will help you build the groundwork for writing logically coherent, precise and varied texts.			
[Producing Proper Methodology and Results Sections](#)	*WebEx Class and ILIAS	Monday, November 18, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
	The methodology and the results sections can be among the easiest to write if you know how. Embark on a short exploration of writing qualitative methodology and results sections as you dive into its specific structures. This mini-course is designed to equip participants with the skills and knowledge necessary to effectively compose these sections. We will examine which verb tenses to use for which purpose, when to use passive voice and when to avoid it, and how to transition from one point to the next. It is ideal for (doctoral) students and researchers across various disciplines who want to improve their skill set. This mini-course combines an interactive lecture, hands-on activities, and discussions to create a dynamic learning environment. Students will work with the helpful tool - the Manchester University Academic Phrasebank - to craft a mini-methodology either with their own experiment or an experiment given to them. Thus honing their academic writing skills suitable for writing up a procedure.			
[Accent Minimization – Improve your Speaking Skills in English](#)	*In-Presence Class and ILIAS	Wednesday, November 20, 2024 2:00–5:00 p.m.		[Ann Hesse](#)
	Do you feel you have a strong accent when you speak English, one that possibly detracts from your professional image when delivering presentations, or talking to professors/teachers in English? Would you be interested in fine-tuning your accent so that it matches your high level of English? If so, this mini-course offers an opportunity for students to polish their pronunciation skills.			
[Boost your Reading Skills: Techniques for Getting the](#)	*In-Presence Class and ILIAS	Monday, November 25, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)

[Most Understanding out of Academic Texts](#)	Every study and final thesis requires you to review the academic literature related to your topic and to embed your own insights into the research context. Citing and paraphrasing the work of other authors are essential tools for building the basis for your own research. This mini-course will focus on how to identify appropriate quotes and how to manage them. We discuss suggested work steps and will extend that knowledge with practical exercises.			
[Writer's Little Helper: Generative AI as a Support Tool for Academic Writing (asynchronous)](#)	ILIAS (asynchronous)	Asynchronous – online (*final online test) Friday, December 13, 2024 (2h test open for 24h)	Monday, December 2, 2024 – Friday, December 13, 2024	[Daniel Schäuffele](#)
	This mini-course will focus on leveraging generative AI systems and online tools to enhance your academic writing skills. In asynchronous modules, you will explore the technologies and resources available to support your research and writing process. From automated content generation to understanding plagiarism, you will delve into practical applications that can support your academic writing process. Strategies for utilizing these tools effectively while maintaining academic integrity constitutes the focus of this asynchronous mini-course.			
[Begin and End with a Bang: Concise Introductions and Conclusions](#)	*In-Presence Class and ILIAS	Wednesday, December 4, 2024 2:00 – 3:30 p.m.		[Ann Hesse](#)
	Strong introductions and conclusions are essential to effective academic writing, yet they can be the hardest sections of your paper to write. This mini-course focuses on the possible structures of introductions and conclusions and guides students towards identifying clear goals for both sections. Using key terms for introductions and conclusions, students will learn how broad is too broad and how to sharpen opening and closing arguments.			
[Crash Course on Academic Phrasing](#)	*WebEx Class and ILIAS	Monday, December 9, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
	In this course, we use phrase banks and other resources to develop an academic writing style. Often, non-native speakers of English write texts that are grammatically correct, but still lack certain key phrases and collocations that are essential to academic writing. This mini-course will prepare you with the best resources and practices for writing academic texts and expressing your ideas in a professional manner.			
[Academic Writing in English on the University Level](#)	*In-Presence Class and ILIAS	Monday, December 16, 2024 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
	You ventured to take the step from school to university and many new things are headed your way: amongst them new forms of learning and examination. School writing differs from academic writing. The central requirement in your life as a student, aside from obtaining specialized knowledge, is the acquisition of writing competence. In this mini-course, you will learn the essential steps to converting your existing skills into academic writing skills.			

Course	Format	Date/Time	Additional Dates	Instructor
[Writing Effective Letters of Motivation (Job Applications and Study Programs)](#)	ILIAS (asynchronous) + *In-Presence Final Test	Final Test: Wednesday, January 8, 2025 2:00 – 4:00 p.m.	Friday, December 20, 2024 – Wednesday, January 8, 2025	[Ann Hesse](#)
	This mini-course is designed to empower students with the essential skills needed to write compelling letters of motivation for job applications or study abroad opportunities. Students will delve into the intricacies of formulating their qualifications and aspirations concisely and persuasively. Participants will gain an understanding of the key components, such as articulating their motivations, highlighting relevant experiences, and aligning their goals with the specific requirements of the job or academic program. Armed with this knowledge and experience, they will be well-equipped to tackle the challenges of writing persuasive letters that enhance their chances of success in job applications or pursuit of academic opportunities.			
[Improve your Learning Skills](#)	*WebEx Class and ILIAS	Thursday, January 9, 2025 9:00 – 10:30 a.m.		[Ina Skalbergs](#)
	If you are eager to improve your learning skills and reduce stress, this mini course is made for you. You are going to explore efficient learning methods and identify your personal learning strategies.			
[Clear Argument, Clear Paper: Academic Argumentation](#)	*WebEx Class and ILIAS	Monday, January 13, 2025 2:30 – 4:00 p.m.		[Sarah Lepschy](#)
	What do we aim to achieve with arguments, and what defines a good argument? How should a thesis be academically justified and what demands can be made to academic theories? How can you carry your reader through the "story" of your research? Can you write in a persuasive manner while remaining academic and professional? These and other questions will be looked into in this class. You will learn how to formulate correct and compelling arguments while maintaining an academic tone.			
[Goodbye to Procrastination](#)	*WebEx Class and ILIAS	Tuesday, January 14, 2025 2:30 - 4:00 p.m.		[Ina Skalbergs](#)
	Procrastination causes stress and makes us feel guilty. This also means that we do not prepare for exams as good as we could, if we just managed to get things done. We know that, but still it is not easy to put a stop to procrastinating. This workshop is all about taking on the challenge of doing it anyway!			
[Strategic Approaches to Writing Convincing Literature Reviews](#)	*WebEx Class and ILIAS	Wednesday, January 15, 2025 2:00 – 3:30 p.m.		[Ann Hesse](#)
	The literature review is the foundation on which any academic paper or thesis is built. It involves finding relevant publications, critically analyzing and synthetizing them to give a clear picture of the state of knowledge on the subject. Therefore, citing and paraphrasing the work of other authors are essential tools for building the basis for your own research. In this mini-course, the interdisciplinary regularities of citation and paraphrasing will be dealt with, practiced, and you will be offered support on how to build an effective literature review.			

[Emailing Etiquette and Proposal Writing - Competent Communication](#)	***In-Presence Class and ILIAS**	**Monday, January 20, 2025** **2:30 – 4:00 p.m.**		[Sarah Lepschy](#)
	The best foundation for a successful final thesis is a professional communication with the supervisor. This starts with the electronic arrangement of an office hour appointment and continues with the discussions that follow the research process. Based on case studies, you will be sensitized to positive written and oral style in a university context. You will learn how to prepare high-quality goals for discussions, as well as how to actively shape them and avoid misunderstandings. Additionally, you will learn the essentials of academic proposal writing, ensuring your research ideas are communicated clearly and persuasively to your supervisor and academic committee. You will also be offered the opportunity to practice the newly acquired knowledge in practical exercises. These skills can carry nicely into your professional career after your studies are complete.			
[Upgrade your Academic Writing Style – The Importance of Reader-focused Writing in English](#)	***WebEx Class and ILIAS**	**Wednesday, January 29, 2025** **2:00 – 3:30 p.m.**		[Ann Hesse](#)
	Non-native speakers of English often presume that they have a vocabulary and/or a punctuation problem in their writing; however, this assumption is usually part of another issue, which can be located in the topic of reader friendliness. Academic Writing in English requires good flow. It can be characterized as a reader-friendly form of textual communication, meaning the writer has the responsibility of making sure the respective text is intelligible and comprehensible. Once non-native writers of academic English internalize and regularly practice this approach via the use of discourse markers and a reader friendly syntax, their academic writing skills in English improve considerably.			

*Location info about in-presence mini-courses: info section of the mini-course group on ILIAS, or after enrollment

*WebEx meeting links for online classes: in mini-course group on ILIAS after registration

In order to receive credit for (7) mini-courses in the winter semester 2024/25, register for the accompanying Writing Center: Academic Writing à la carte course (Interdisciplinary Key Qualification/FÜSQ) via C@MPUS

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