



Writing Center English | Mini-Course Program | Winter Semester 2023/24 | [Registration via ILIAS](#)

Mini-Course Title	Format	*In-Presence or *Online WebEx Class Date & Time	Course Period	Instructor
Essential Grammar in English – Practice Your Grammar Skills (asynchronous – all semester)	ILIAS (asynchronous)	No In-Presence nor WebEx Class (asynchronous)	October 16, 2023 – February 9, 2024	Daniel Schäuuffele
	The writing of grammatically correct texts is not only expected during academic studies, but also during your professional life. This mini-course will allow you to deepen your knowledge of the English grammar and to practice its essential rules. An extensive exercise section will help to refresh and reinforce your knowledge of the English grammar.			
Composing Qualitative Methodology and Results Sections	*WebEx Class and ILIAS	Wednesday, October 25, 2023 2:00 – 3:30 p.m.		Emilia Lomeli Melendrez
	The methodology and the results sections can be among the easiest to write, if you know how. In this mini-course, 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.			
Start Smart: Academic Writing Basics	*WebEx Class and ILIAS	Monday, November 6, 2023 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.			
Essential Steps to Science Writing: Asking Questions and Collecting Materials	*WebEx Class and ILIAS	Wednesday, November 8, 2023 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.			
Writer's Little Helper: Generative AI as a Support Tool for Academic Writing	*WebEx Class and ILIAS	Friday, November 10, 2023 10:00 – 1:00 p.m.		Lucy Blaney-Laible
	This mini-course will focus on leveraging generative AI systems and online tools to enhance your academic writing skills. We will explore the technologies and resources available to support your research and writing process. From automated content generation to understanding plagiarism, we will delve into practical applications that can support your academic writing process. We will discuss strategies for utilizing these tools effectively while maintaining academic integrity.			

Professional Communication in Emails and Meetings - Interact and Correspond Properly	* In-Presence Class and ILIAS	Monday, November 13, 2023		Sarah Lepschy
		2:30 – 4:00 p.m.		
	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 until the completion of the paper. 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. 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.			
Writing Effective Abstracts for Theses and Papers	* In-Presence Class and ILIAS	Monday, November 20, 2023		Emilia Lomeli Melendrez
		2:00 – 3:30 p.m.		
	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, participants will identify the key elements of an abstract, read good and bad examples, as well as write some abstracts of their own.			
Accent Minimization – Improve your Speaking Skills in English	* In-Presence Class and ILIAS	Wednesday, November 22, 2023		Ann Hesse
		2:00–5:00 p.m.		
	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.			
Academic Writing in English on the University Level	* In-Presence Class and ILIAS	Monday, November 27, 2023		Sarah Lepschy
		2:30 – 4:00 p.m.		
	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 the acquisition of 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.			
The Importance of Reader Friendliness in Academic English – Improve your Writing Style	* In-Presence Class and ILIAS	Monday, December 4, 2023		Emilia Lomeli Melendrez
		2:00 – 3:30 p.m.		
	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.			

Crash Course on Academic Phrasing	*WebEx Class and ILIAS	Monday, December 11, 2023 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.			
Begin and End with a Bang: Concise Introductions and Conclusions	*In-Presence Class and ILIAS	Wednesday, December 13, 2023 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.			
Painting a Picture with Data: Visualization Basics in English (asynchronous)	ILIAS (asynchronous) (final online test: Friday, January 12, 2024 2:00- 4:30pm)	No In-Presence nor WebEx Class (asynchronous)	Monday, December 18, 2023 – Friday, January 12, 2024	Daniel Schäuuffele
	The academic writing process is about structuring your own thoughts and ideas in a logical, clear and precise fashion. Concise and exact descriptions of visual aids facilitate the readers' understanding of the research results in your academic text. This mini-course will help you learn effective methods to improve your academic writing skills in order to describe and explain data in visuals precisely in a reader-friendly manner. You are able to work through this mini-course asynchronously during the course period on your own time. As a final assignment, there is an online test at the end of the course period.			
Improve your Study Habits – Preparing for your Degree and Exam	*WebEx Class and ILIAS	Tuesday, January 9, 2024 10 – 11:30 am		Ina Skalbergs
	Do you want to try something new? With a view to improving how you learn? Then this mini-course is perfect for you; with a focus on methods for efficient learning with less stress, and the best way to implement your plans.			
Writing Convincing Literature Reviews	*WebEx Class and ILIAS	Wednesday, January 10, 2024 2:00 – 3:30 p.m.		Emilia Lomeli Melendrez
	The literature review is the foundation on which any academic article or thesis is built. It involves finding relevant publications, critically analyzing and synthesizing 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.			

Clear Argument, Clear Paper: Academic Argumentation	*WebEx Class and ILIAS	Monday, January 15, 2024		Sarah Lepschy
		2:30 – 4:00 p.m.		
	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.			
No Fear of the Blank Page: Structuring and Starting to Write	*WebEx Class and ILIAS	Wednesday, January 17, 2024		Ann Hesse
		2:00 – 3:30 p.m.		
	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 doesn’t 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.			
Goodbye to Procrastination	*WebEx Class and ILIAS	Thursday, January 18, 2024		Ina Skalbergs
		10:00 – 11:30 a.m.		
	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 it is still not easy to put a stop to procrastinating. This mini-course is all about taking on the challenge of doing it anyway!			
Boost your Reading Skills: Techniques for Getting the Most Understanding out of Academic Texts	*In-Presence Class and ILIAS	Monday, January 22, 2024		Sarah Lepschy
		2:30 – 4:00 p.m.		
	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.			
Writing Effective Letters of Motivation (Job Applications and Study Programs)	ILIAS (asynchronous) and In-Presence Final Test	Final Test: Friday, February 2, 2024	Wednesday, January 24, 2024 – Friday, February 2, 2024	Daniel Schäuuffele
		2:30 – 4:30 p.m.		
	This mini-course teaches students how to write a letter of motivation for job or study abroad applications. Students can expect to learn the basics and to gain some practice writing and editing their own letters.			

*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 2023/24, register for the accompanying [FÜSQ: Writing Center: Academic Writing à la carte course](#) via C@MPUS

