Universität Stuttgart
Sprachenzentrum

Writing Center English - Mini-Courses - Summer Semester 2023 - Registration via ILIAS

Mini-Course Title	Format	*In-presence or WebEx meeting date & time	Course period	Instructor	Mini-Course Description
Essential Grammar in English – Practice Your Grammar Skills (asynchronous – all semester)	ILIAS	No in-presence nor WebEx class (asynchronous)	17.04.23 – 21.07.23	Daniel Schäuffele	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 English grammar and to practice its essential rules. An extensive exercise section will help to refresh and reinforce your knowledge of English grammar.
Start Smart: Academic Writing Basics	WebEx class and ILIAS	Monday, April 24, 2023 2:30 – 4:00 pm		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.
Composing Qualitative Methodology and Results Sections	WebEx class and ILIAS	Wednesday, April 26, 2023 2:00 – 3:30 pm		Emilia Lomeli Melendrez	The methodology section 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.
Essential Steps to Science Writing: Asking Questions and Collecting Materials	WebEx class and ILIAS	Friday, May 5, 2023 2:00 – 3:30 pm		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.
Academic Writing on the University Level - Transition from School to Academic Writing:	*In-Presence class and ILIAS	Monday, May 8, 2023 2:30 – 4:00 pm		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 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.

Writing Effective Abstracts for Theses and Papers	*In-Presence class and ILIAS	Monday, May 15, 2023 2:00 – 3:30 pm		Emilia Lomeli Melendrez	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.
Professional Communication in Emails and Meetings - Interact and Correspond Properly	*In-Presence class and ILIAS	Monday, May 22, 2023 2:30 – 4:00 pm		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 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.
Painting a Picture with Data: Visualization Basics in English (asynchronous)	ILIAS (*final test Friday, June 9, 2023 2:30-4:30pm)	No in-presence nor WebEx class (asynchronous)	Monday, May 29 – Friday, June 9, 2023	Daniel Schäuffele	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.
Crash Course on Academic Phrasing	WebEx class and ILIAS	Monday, June 12, 2023 2:30 – 4:00 pm		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	Friday, June 16, 2023 2:00 – 3:30 pm		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

	and ILIAS				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.
The Importance of Reader Friendliness in Academic English – Improve your Writing Style	*In-Presence class and ILIAS	Monday, June 19, 2023 2:00 – 3:30 pm		Emilia Lomeli Melendrez	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.
Accent Minimization – Improve your Speaking Skills in English	*In-Presence class and ILIAS	Monday, June 26, 2023 2:00 – 4:00 pm		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.
Improve your Study Habits – Learning Methods for your Degree and Exam	WebEx class and ILIAS	Tuesday, June 27, 2023 10:00 - 11:30am		Ina Skalbergs	Do you want to try something new? With a view to improving how you learn? Then this workshop is perfect for you; with a focus on methods for efficient learning with less stress, and the best way to implement your plans. Issues we will be looking at: How can I learn and revise intensively without losing concentration? What are my priorities? Which methods are the most helpful when preparing for exams? How can I learn effectively during lectures? This workshop is suitable for students in all semesters.
Writing Convincing Literature Reviews	WebEx class and ILIAS	Wednesday, June 28, 2023 2:00 – 3:30 pm		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 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.

Clear Argument, Clear Paper: Academic Argumentation	WebEx class and ILIAS	Monday, July 3, 2023 2:30 – 4:00 pm		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.
No Fear of the Blank Page: Structuring and Starting to Write	WebEx class and ILIAS	Wednesday, July 5, 2023 2:00 – 3:30 pm		Ann Hesse	The research phase is mostly over, and now it's 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.
Boost your Reading Skills: Techniques for Getting the Most Understanding out of Academic Texts	*In-Presence class and ILIAS	Monday, July 10, 2023 2:30 – 4:00 pm		Sarah Lepschy	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)	*In-Presence class and ILIAS	Friday, July 14, 2023 2:30 – 4pm		Daniel Schäuffele	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.

*In-presence mini-courses take place in Vaihingen (Campus Guest, Universitätsstr. 32, Room .024 (detailed directions in mini-course group))
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