



THE UNIVERSITY OF  
CHICAGO

English Language  
Institute

## Written Communication: Standards and Conventions in North America

### Course Description

This course focuses on producing work that follows the standards and conventions found in North American academic writing. The course features lessons on word choice and sentence variety, independent editing, organization and coherence, and the proper integration of sources. Students will examine documents from their field as well as on general, academic topics and will produce and edit documents themselves.

### Student Learning Outcomes

At the end of the course, students will be able to:

- Successfully produce conventional North American academic writing that illustrates knowledge of format, mechanics, and standard integration of outside sources.
- Write with attention and purpose to an intended audience, being aware of word choice, tone, and style.
- Independently produce work with fluidity, organization and development of ideas.
- Summarize and synthesize sources.
- Use online writing and vocabulary resources independently.
- Produce interpersonal written communications (such as email) with an awareness of tone and style.

### Required Materials

- *Academic Writing for Graduate Students, 3rd Edition*, Swales and Feak (you will receive the book on the first day of class)
- Google folder shared with instructor
- Laptop for in-class writing/editing activities