

Academic Writing Workshop

Teacher: Kate Moore

University of Tampere, Finland

Two intensive days

Purpose: To improve academic writing skills in English

Contents

1. General issues

- Style sheets
- Online help and resources

2. Clarity and formality issues: readability

- thesis sentences
- paragraph construction, topic sentences, end focus
- connectors and cohesion
- tense choices
- vocabulary: word variety, academic verbs

3. Information issues

- presenting visual information: graphs, charts and tables, and relating to them in the text

4. Approaching the task: the sequence in writing

5. Standard format

- title page; table of contents; summary/abstract; introduction/terms of reference; presenting facts and findings; discussion, drawing conclusions; giving recommendations; appendix/appendices, bibliography

6. Learning to self-edit

- ten-step process to improve clarity in writing

For whom?

The workshop is open for all academics pursuing or already possessing a PhD degree and working at a Shanghai based university (PhD research included).

When?

On Monday, December 26th and on Wednesday, December 28th. The participants need to bring a 2 page long unpublished written work in English for the first session and be prepared to edit it between the two sessions.

Where?

At the Nordic Centre building (Handan Campus).

Tuition fee?

RMB 100 tuition fee to be paid in advance to the Nordic Centre.

Registration?

27 first applicants will be accepted. The applicants should apply via email and include the following information:

1. Name
2. Discipline of study
3. Highest degree obtained
4. Email address and phone number

Applications should be sent to Ms. Freya Gao (freya@nordiccentre.org) by **December 9**.



ABOUT THE INSTRUCTOR

Kate Moore is a senior lecturer in English translation studies at the School of Modern Languages and Translation Studies at the University of Tampere, Finland.



She has published numerous articles on speech communication and oral history and has co-authored language text books.

She has also contributed to the *Dictionary of American Family Names* published by Oxford University Press and is currently on the advisory board of the Spanish journal *Historia, Antropología y Fuentes Orales*.

Before coming to Finland as a Fulbright Scholar in cross-cultural studies, Kate was a lecturer and teaching fellow at Columbia University in New York. She has studied Finnish at Columbia University and at the University of Helsinki. Even so, her most valuable language-learning experience was working on a Finnish cucumber farm.

In her free-time Kate loves to cook and is an avid antique collector. While she is absolutely hopeless at recognising and gathering Finnish mushrooms, she has learned to fish with family and friends in the Finnish archipelago in her small wooden boat, 'Salmon Ella'.

Kate holds both British and American passports, but her not-so-secret dream is to become a Finnish citizen.