

# English for Academic Purposes (EAP) For Nihon University Postgraduate Students

## Aims

Focus on improving accuracy, clarity and coherence of general EAP skills with particular emphasis on presentations, and providing academic guidance for postgraduate [science] students.

- Presentations – type and purpose, structure and organisation, content, style, language, delivery and body language, use of aids and visuals, end of course production and assessment
- Planning and structuring tasks, interpreting task requirements, organising ideas, essay plans
- Understanding academic [and scientific] writing register
- Understanding and use of graphics
- [Lab reports]
- Academic style – formality, directness and concession, in-text citation and the format for bibliographies
- Paraphrasing and summary skills, criteria for the selection and use of sources of reference
- Data commentary and statistical interpretation
- Sentence and paragraph structure and development
- Following presentations and lectures
- Discussion strategies: cause and effect, comparison and contrast, logical reasoning
- Effective listening, reading and note taking skills
- Academic [and science] related vocabulary development
- Abstract writing
- Research methods
- Literature reviews
- Presentation, thesis and dissertation writing

## Course Outline

### **Session 1 Module Introduction – Academic Style, Oral and Written Presentations**

Overview of EAP [and science] Writing Skills, and Introduction to the Type, Purpose and Style of Presentations

*Guided learning:* Setting your own objectives, planning to give presentations and for academic [and science] writing

### **Session 2 Academic Presentations – Preparation and Structure**

Presentation Types and Planning:

Introductions, conclusions, sentence structures

Signposting and topic sentences, evaluation of samples

*Guided Learning:* Timed preparation of a written presentation

### **Session 3 Paragraph Organisation, Timing, Delivery**

Inter Paragraph Cohesion and Structures, and Presenting the Work:

Comparisons, explanations, expressing causality  
Speed, tone, pronunciation and body language

*Guided Learning:* Writing and delivering model paragraphs

#### **Session 4 Using Visual Aids, Citations and Referencing**

Powerpoint Slides and Handouts, Text and Visual Imagery, Academic Conventions of Citing Sources

*Guided Learning:* Referencing tasks

#### **Session 5 Lab and Research Reports, Data Commentary**

Abstracts, Introductions, Conclusions, Methodology, Results, Discussion

*Guided Learning:* Abstract writing and Timed Writing Tasks

#### **Session 6 Data Commentary**

Data Commentary and Statistical Data, Correlation, Comparison

Describe and explain facts and figures, e.g. graphs, statistics, equations, theories and scientific laws and principles

*Guided Learning:* Accuracy and precision in writing

#### **Session 7 Taking and Answering Questions**

Structure and Type of Questions, Purpose, Appropriateness and Positioning

*Guided Learning:* Simulation and Role Plays (A Class Debate and Court Case)

#### **Session 8 Reading, Listening and Note-Taking Skills**

Reading and Time Management Strategies, Effective Listening and Note-Taking

*Guided Learning:* Reading, Listening and Note-taking tasks

#### **Session 9 Plagiarism**

Guidelines on plagiarism

Tips for developing good writing and research skills

*Guided Learning:* Paraphrasing and summarising tasks

#### **Session 10 End of Course Presentation and Assessment, Review and Course Evaluation**

Course participants will each deliver a presentation for assessment, followed by a review of the programme.