



Course and Examination Fact Sheet: Spring Semester 2021

8,360: Effective Writing: Topic Sentences

ECTS credits: 0

Overview examination/s

(binding regulations see below)

Decentral - examination paper written at home (individual) (75%)

Examination time: term time

Decentral - Active participation (25%)

Examination time: term time

Attached courses

Timetable -- Language -- Lecturer

[8,360,1.00 Effective Writing: Topic Sentences](#) -- Englisch -- [Freyburg Tina](#)

Course information

Course prerequisites

The MIA Morning course is designed to provide students with 'fill the gap'-skill sets and training that support the progression of their studies as well as the transition into the professional world.

This MIA Morning workshop is located at the intermediate level. It aims at expanding knowledge, application and refining your writing skills. Basic experience with academic writing is thus required.

Students should attend the workshop with the intention to improve a specific piece of writing that they are working on.

Learning objectives

MIA Morning workshops are designed to:

- "fill the gap" in proficiencies in regards to the thematic, methodological and professional skills and competencies necessary for the effective completion of their studies and a successful career;
- strengthens student's competency in proactively planning their studies and future career;
- accommodates heterogeneous disciplinary backgrounds and interests.

Students who participate in this workshop will, afterwards, be able to:

- know and apply stringent principles for producing clear and concise research writing;
- improve the readability of their texts;
- avoid common writing pitfalls.

Course content

This MIA Morning workshop covers an introduction to effective writing, with a focus on paragraph organization and topic sentences. Good paragraph organization helps to guide your readers through the approach, findings, and conclusions of your article. A well-organized paragraph supports or develops a single controlling idea, which is expressed in a sentence called the topic sentence (or paragraph leader).

- Topic sentences help your reader navigate the text, as she knows from the very beginning of the paragraph what the paragraph will be about. A skilled reader of scientific texts often expects a topic sentence - consciously or unconsciously - and may therefore be vaguely confused if there is none, or initially believe that your paragraph is about something else.
- Topic sentences help you as a writer, and may be powerful tools for working on your text. Working with topic sentences



forces you to consider the relevance of each of your paragraphs - what is your main point in this particular paragraph? What is the most central issue? What needs to be foregrounded?

Coursework helps participants to recognise the features of effective research writing, to improve the readability of their texts, and to edit their work and that of others.

Course structure

Workshops are interactive teaching modules that take place in the morning and last 90 minutes.

Course literature

Background and reference material:

- University of Manchester, Academic Phrasebank: <http://www.phrasebank.manchester.ac.uk>
- Wallwork, Adrian (2016) English for Writing Research Papers. Springer.
- American Psychological Association, Publication Style: <https://apastyle.apa.org/>

Additional course information

In the case of the President's Board having to implement new directives due to the SARS-CoV-2 pandemic in SpS2021, the course information listed above will be changed as follows:

- The course is conducted online via the platform zoom;
- There are no recordings of the course;
- There are no changes necessary to the course content.

The examination information listed below would be changed as follows:

- There are no changes necessary to the examination information.

Examination information

Examination sub part/s

1. Examination sub part (1/2)

Examination time and form

Decentral - examination paper written at home (individual) (75%)

Examination time: term time

Remark

To be completed within 1 week of workshop

Examination-aid rule

Term papers

Term papers must be written without anyone else's help and in accordance with the known quotation standards, and they must contain a declaration of authorship which is a published template in StudentWeb.

The documentation of sources (quotations, bibliography) has to be done throughout and consistently in accordance with the chosen citation standard such as APA or MLA.

For papers in law, the legal standard is recommended (by way of example, cf. FORSTMOSER, P., OGOREK R. et SCHINDLER B., Juristisches Arbeiten: Eine Anleitung für Studierende, newest edition respectively, or according to the recommendations of the Law School).

The indications of the sources of information taken over verbatim or in paraphrase (quotations) must be integrated into texts in accordance with the precepts of the applicable quotation standard, while informative and bibliographical notes must be added



as footnotes (recommendations and standards can be found, for example, in METZGER, C., Lern- und Arbeitsstrategien, newest edition respectively.

For any work written at the HSG, the indication of the page numbers is mandatory independent of the chosen citation standard. Where there are no page numbers in sources, precise references must be provided in a different way: titles of chapters or sections, section numbers, acts, scenes, verses, etc.

Supplementary aids

Examination languages

Question language: English

Answer language: English

2. Examination sub part (2/2)

Examination time and form

Decentral - Active participation (25%)

Examination time: term time

Remark

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Examination-aid rule

Practical examination

No examination-aid rule is necessary for such examination types. The rules and regulations of the University of St. Gallen apply in a subsidiary fashion.

Supplementary aids

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Examination languages

Question language: English

Answer language: English

Examination content

Students are expected to make the following contributions:

- They actively participate full-time in class (25%), i.e. contribute to class discussion, demonstrate active involvement in class activities.
- They complete a problem set (75%) specific to the subject matter of the respective workshop, which needs to be submitted within one week of the workshop.

Grading and obtaining the 2 ECTS for the MIA Mornings course will be on a pass-fail basis. To this end, five individual workshops need to be passed. Criteria are punctual attendance, the degree of active participation throughout, and the quality of the problem sets.

Examination relevant literature

No literature is required for the examination. See background and reference materials under "Course literature" for supplementary/voluntary readings.



Please note

Please note that only this fact sheet and the examination schedule published at the time of bidding are binding and takes precedence over other information, such as information on StudyNet (Canvas), on lecturers' websites and information in lectures etc.

Any references and links to third-party content within the fact sheet are only of a supplementary, informative nature and lie outside the area of responsibility of the University of St.Gallen.

Documents and materials are only relevant for central examinations if they are available by the end of the lecture period (CW21) at the latest. In the case of centrally organised mid-term examinations, the documents and materials up to CW 12 are relevant for testing.

Binding nature of the fact sheets:

- Course information as well as examination date (organised centrally/decentrally) and form of examination: from bidding start in CW 04 (Thursday, 28 January 2021);
- Examination information (regulations on aids, examination contents, examination literature) for decentralised examinations: in CW 12 (Monday, 22 March 2021);
- Examination information (regulations on aids, examination contents, examination literature) for centrally organised mid-term examinations: in CW 12 (Monday, 22 March 2021);
- Examination information (regulations on aids, examination contents, examination literature) for centrally organised examinations: two weeks before the end of the registration period in CW 14 (Thursday, 8 April 2021).