

CENTER FOR ACADEMIC WRITING
ACADEMIC WRITING FOR PUBLIC POLICY
Syllabus
(2023-2024)

Name of Course: Academic Writing for Public Policy Students

Instructors: Ágnes Diós-Tóth, Zsuzsanna Tóth, Sanjay Kumar (Center for Academic Writing)

Credits: 2 US credits and 4 ECTS credits

Mandatory course for 1st-year MAPP and Mundus students; no prerequisites

Time Period of the Course: Fall term, AY 2023-24

AIMS & OUTCOMES

The aim of this course is to help you develop as a writer within the English-speaking academic community by raising awareness of, practicing, and reflecting upon the conventions of written texts. In addition to addressing issues related to academic writing, the course will also focus on other skills you will need to complete your graduate level work in English.

Aims

During the course, you will:

- become familiar with the genres of and enhance the skills related to research-based and policy writing;
- improve your ability to use effectively the discourse patterns of academic English,
- have the opportunity to develop your writing process through phases of generating ideas, drafting, peer evaluation, and individual writing consultations;
- learn to take into consideration the expectations of your readership with regard to discourse conventions in different communities;
- learn to incorporate the work of other authors into your own writing within the requirements of English academic practice;
- gaining confidence in expressing yourself in speaking and writing in English.

Outcomes

By the end of this course, you should be able to:

- identify the purposes, typical components and features of various genres in your field;
- structure a policy brief, an op-ed, a research paper, the thesis proposal and the thesis at the macro and micro level;
- think and write more clearly and incisively;
- draw on a variety of skills and approaches when writing different papers;
- write for various audiences, adapting your writing to the expectations of these audiences;
- properly incorporate the work of other authors into your own writing, and understand the [CEU Policy on Student Plagiarism](#);
- edit and refine your own written work.

ASSESSMENT

Academic Writing is a required course, which you need to pass in order to complete your degree. Course attendance is mandatory. During the course, you will have to complete one piece of writing for the Center, a policy brief. The assignment will not be graded but you will receive feedback on your writing in a mandatory individual online consultation with your assigned instructor. Beyond this, individual consultations on departmental assignments, unless otherwise indicated, are available to you and are encouraged on a voluntary basis throughout the academic year. You can check academic writing instructors' availability and book consultations in [the CAW's online schedule](#).

To pass the course, in addition to the single writing assignment and the mandatory consultation, timely completion of individual and small group tasks as well as regular attendance and active participation in class sessions are expected.

COURSE OUTLINE

All course material will be posted on Moodle. The sequence of sessions may be subject to change during the course. Any changes will be communicated early via email or Moodle.

Section A — Policy Writing

This section will introduce you to the key genres in policy writing and in the Public Policy program and enable you to apply the insights gained to the writing of a policy brief.

1. Introduction to the Course

Aims: To introduce you to some of the underlying issues of academic writing, including the writing process, contrastive rhetoric and genre theory

2. Policy Writing and the Policy Brief

Aims: To provide you with an awareness of various types of policy papers and to help you to recognize the different purposes, audiences and structural features of policy briefs

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4. Policy Writing and the Policy Brief

Aims: To provide you with an awareness of various types of policy papers and to help you to recognize the different purposes, audiences and structural features of policy briefs

5. Presenting your plans to your peers

Aims: To give you the chance to present policy issues and receive feedback on your plans for your policy brief and the content thereof

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Section B – Writing in response

7. Writing an Op-Ed

Aims: To introduce the op-ed as a genre, its purpose, audience and structural features

Section C – Research writing

In this part of the course you will develop an awareness of structural and discursive features of research writing. You will become familiar with how to use the work of other authors effectively in academic writing, and how to develop your own voice.

8. The Nature of Research Writing and Developing Arguments in Research Papers

Aims: To introduce you to research writing and familiarize you with strategies and techniques for developing written argument in academic texts, both at macro and micro level, and to increase your awareness of the structure and development of paragraph-level argumentation

9. *Supporting your Argument – Using Sources*

Aims: To help you to understand the role of sources in academic writing, how they underpin argument and how they can be used, and to introduce the concept of the literature review as an element of many academic papers, its purpose and structure and techniques for making a literature review effective

10. *Using the Work of Other Writers Effectively*

Aims: To equip you with knowledge and strategies to enable you to cite correctly, use summary, paraphrase, quotation and reporting verbs effectively when referring to sources

11. *Introductions to Research Papers*

Aims: To familiarize you with the conventions of academic writing as regards the structure of introductions and titles of research papers

12. *Concluding your Research Papers*

Aims: To familiarize you with the conventions of academic writing as regards the structure of conclusions to research papers