

MECM10005 Academic Writing and Communication

Credit Points:	12.50
Level:	1 (Undergraduate)
Dates & Locations:	2013, Dookie This subject commences in the following study period/s: Semester 1, Dookie - Taught on campus. This subject is delivered on campus at Dookie
Time Commitment:	Contact Hours: 120 hours Total Time Commitment: 24 hours of lectures and 12 hours of tutorials
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p>
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Subject Overview:	This unit is designed to introduce students to the requirements of university study, engaging students in the transition to university and the concepts of various learning strategies and modes of learning. Academic writing and various communication techniques will be a key focus of the subject providing students with skills that will enhance their university scholarship and experience.
Objectives:	<p>On completion of this subjects student will:</p> <ul style="list-style-type: none"> # Understand the skills required maximise learning from lectures tutorials practicals and other teaching materials # Have well developed in inquiry and critical thinking required for university scholarship # Be able to analyse and produce written and oral arguments for logical structure # Be able to produce reports and essays which meet accepted academic standards in relation to structure, editing and referencing # Have skills in research, reasoning and logic that make communications relevant and meaningful # Be able to prepare written presentations for various purposes and audiences # Understand how to undertake a literature review # Be able to prepare and present an oral presentation # Have developed examination skills and techniques required for successful university scholarship

Assessment:	15 minute oral assessment - 20% Literature review equivalent of 1500 words - 20% 1500 word Essay/Report - 20% Two hour examination - 40%
Prescribed Texts:	None
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<p>This subject encompasses particular generic skills so that on completion of the subject students should have developed skills relating to:</p> <ul style="list-style-type: none"> # The ability to communicate effectively in both written and oral forms; # Accessing information from the library via both electronic and traditional means; # Understanding, awareness and use of appropriate communication technology; # Analysis and critique of literature; # Reflect on their own communication skills # Working collaboratively with other students; and # Organisation and time management
Related Course(s):	Diploma in General Studies