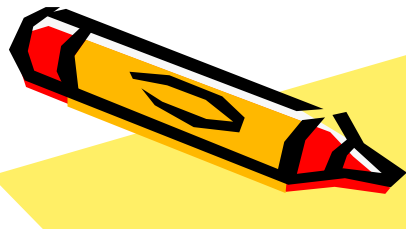


Infosys, Bangalore : An employee
applied for leave as follows:

"Since I have to go to my village to
sell my land along with my wife,
please sanction me one-week leave."



FLBC -
School of Busyness

Wrighting Skills Workshop
Dr. Rupert Holzappel



Sources

- The 'Endeavour'
- Subject Guide / Subject Outline
- Your teachers (lecturers, tutors, supervisors)
- Dictionaries (online and hard copies)
- Computer based spell check
- Writing skills textbooks
- JCU's English Language Centre
 - <http://www.elc.jcu.edu.au/>
- Language and Learning Services
 - <http://www.jcu.edu.au/studying/services/studyskills/>



Writing at tertiary level

- Layout and format
- Structure
- Content and style
- Referencing
- Grammar, syntax, spelling, punctuation





From H.A.L. Administration Dept:

"As my mother-in-law has expired and I am only one responsible for it, please grant me 10 days leave."



Layout & format

- Check with your lecturer
 - Headers & footers, pagination
 - Margins
 - Font & font size
 - Spacing
 - Figures & tables
 - Word limit



Structure

- Essay? Report?
- Introduction
- Main part
- Conclusion



Structure

- Title page
- Abstract or executive summary?
- Table of contents
- Bibliography or reference list?
- Headings & subheadings
- Sentences & paragraphs vs. bullet point lists



Style

- First or third person
- Active or passive voice
- Tense
 - Be consistent



Content

- Level
 - Description
 - Summary
 - Comparison
 - Critique
 - Analysis / Interpretation
 - Creative, innovative



Content

- Structure your content
- Provide evidence for your arguments & claims
- Bridge ideas, sections & chapters



Referencing

- In-text citation
 - According to Weaver and Lawton (2006, p. 49) there are four main tourist categories
- Reference list
 - Weaver, D. B., & Lawton, L. J. (2006). *Tourism management. Wiley Australia Tourism Series* (3rd ed.). Milton: John Wiley & Sons.



Referencing

- Bibliography software
 - Endnote (electronic database)
 - Is really expensive
 - But you get a free and legal copy from the library
- Style / format



Grammar, syntax, spelling, punctuation

- The spelling and grammar checker
 - Niece or neice
- You
 - Its or it's
 - Their or there
- British vs. American English
 - Be consistent
- Use of abbreviations, acronyms, numbers



Please Read

- If you stay through until the last session and hand in the evaluation sheet there will be random draw prizes including **reef trips**.
- If you are not going to another session you can drop the evaluation form in the box that should be there.
- Tribal Travel is supplying **free morning tea** and **discount trips** from 11am in the foyer.



A leave letter to the headmaster:

"As I am studying in this school I am suffering from headache. I request you to leave me today"

