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| **Thematic Area** | **Supporting Academic Writing in FET** |

**Suggested resources to support implementation of the thematic area in FET:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **RESEARCH SKILLS** | | | | |
| **Primary and Secondary sources of information** | Word Document | **Primary and Secondary sources of information** - clear examples.References to subject-specific sources can be inserted into Word document as appropriate. | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/narrowing-a-research-question> |
| **Evaluating Sources and information** | Online tutorial | **Credible Sources** -Ten minute interactive tutorial on | Vaughan Memorial Library, Acadia University, Canada | <http://library.acadiau.ca/sites/default/files/library/tutorials/webevaluation/> |
| Webpage | **How to evaluate the credibility of a source** | WikiHow | <http://www.wikihow.com/Evaluate-the-Credibility-of-a-Source> |
| Interactive online tutorial | **Evaluating Information** Tutorial | University Library Service, Cardiff University | <https://ilrb.cf.ac.uk/evalinfo/tutorial2/index.html> |
| Word Document | **Checklist to evaluate a website**  (Academic Note-taking with Website Evaluation) | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/academic-writing-skills> |
| YouTube video | **Google Scholar and other Google resources** – how to use Google for research | Google | [https://www.youtube.com/watch?v=bJByIPRrTfE](https://www.youtube.com/watch?v=bJByIPRrTfE%20) |
| **Research Tips** | YouTube video | **Using the Research Tool** in Google Drive – researching in Google Drive has the benefit of easy referencing. | ATtech Edu (Attechedu.training) | <https://www.youtube.com/watch?v=pRUMzy0JHUo> |
| PDF document | **Google Cheat Sheet** (includes tips on efficient information searching) | UCD Library | <https://www.ucd.ie/t4cms/Guide21.pdf> |
| Word document | **Time-saving research tips** when researching e.g. using the snipping tool in MS Office and using Ctrl F or f3 key. | Bernadette Brady | <https://drive.google.com/file/d/0B8iziKnrUnRETWgxbkZwV0lUOFU/view?usp=sharing> |
| **Research Resources** | Website | **Repository of free ebooks** (English, German, Portuguese and French) – example of a such websites | Project Gutenberg | <http://www.gutenberg.org/wiki/Main_Page> |
| Website | **Open access web-based repositories**  **Two examples**  ARROW@DIT | Dublin Institute of Technology | <http://arrow.dit.ie/> |
|  | 2. Internet Archive (includes audio and video) | Internet Archive | <https://archive.org/index.php> |
| Various | **Images/video/audio**  Range of resources - online tools/apps e.g. Flickr, Google Images, Imagebank.ie and photo editing apps e.g. PicsArt and Prisma. | Various | Various |
| **READING for ACADEMIC WRITING** | | | | |
| **Reading Methods (cont.)** | Webpage | **Guide to Efficient Reading** (Study Guide: Study Skills) | Centre for Academic Success, Birmingham City University | <http://library.bcu.ac.uk/learner/Study%20Skills%20Guides/2%20Reading%20techniques.htm> |
| PDF document | **Guide to SQ3R Reading Method** for college students (Guides to SQ4R and SQ5r methods also available on e.g. YouTube) | Worcester Polytechnic Institute | [https://www.wpi.edu/Images/CMS/ARC/SQ3R\_Textbook\_Study\_System.pdf](https://www.wpi.edu/Images/CMS/ARC/SQ3R_Textbook_Study_System.pdf%20) |
| Webpage | **Academic Reading** – information with mini-online quiz with answers. | University of New England | <http://learninghub.une.edu.au/tlc/aso/aso-online/academic-reading/academic-reading.php#effectively> |
| Webpage | **How can I think, read or write more critically?** 4 questions to ask | Learning Centre, University of Sydney | <http://sydney.edu.au/stuserv/learning_centre/help/analysing/an_moreCritical.shtml> |
| **Note-taking for Academic Writing** | Word documents | **Academic Note-taking**:- Two versions - a blank form and a form with suggested phrases for academic note-taking | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/academic-writing-skills> |
| PDF document | **Focus on Note-making** – easy to read guide to note-taking that includes the advice “First of all, be there”. | Centre for Learning and Study Support, DeMontfort University, Leicester | <http://libguides.library.dmu.ac.uk/ld.php?content_id=1879517> |
| **ACADEMIC WRITING** | | | | |
| **Brainstorming** | PDF document | **A guide to Brainstorming** for academic writing purposes | The Writing Centre, UNC College of Art and Sciences, USA | <http://writingcenter.unc.edu/handouts/brainstorming/> |
| Webpage | **Model for brainstorming** a writing topic | University of Canberra, Australia | <http://learnonline.canberra.edu.au/mod/book/view.php?id=178430&chapterid=282> |
| eLearning course | **Mind Maps** - An introduction to the topic (with mini-quiz) | Tony Buzan | <https://imindmap.com/how-to-mind-map/> |
| Website | **Mind Maps Examples** of academic writing and examples for collaborative writing. | Coggle (a freeware mind-mapping web application) | <https://coggle.it/gallery> |
| Webpage and slideshow | **De Bono’s Six Thinking Hats -**  Brief introduction to the theory | Marissa Martinez | <http://www.storyboardthat.com/articles/business/brain-storming/six-thinking-hats> |
| **General Guides to Academic Writing** | PDF document | **The Right Way to Write**: Supporting First Year Students. A general guide to academic writing for first year students in an Irish HEI. | B. Murphy and M. O’Rawe  (School of Hospitality Management and Tourism, DIT) | <http://dit.ie/media/awc/documents/The%20Right%20Way%20To%20Write%20Handbook.pdf> |
| Webpage | **A short introduction to Academic Writing** styles with mini quiz – could be used for discussion purposes | University of New England | <http://learninghub.une.edu.au/tlc/aso/aso-online/academic-writing/academic-style.php> |
| Webpage | **How can I think, read or write more analytically?** – general information and 4 tips | Learning Centre, University of Sydney | <http://sydney.edu.au/stuserv/learning_centre/help/analysing/an_moreAnalytical.shtml> |
| Book | **Building an Argument**  (Guide to assignment writing that breaks  down the process using the metaphor of constructing a building) | Helen Carroll  Publisher: Association for Higher Education Access and Disability (AHEAD) | <https://ahead.ie/buildinganargument> |
| Webpage | **My First Assignment** –  These guidelines are part of the **Student Success Toolbox** which was designed to support undergraduate adult, part-time and online/distance students | A collaborative project:  DCU, Sligo IT, NUI Maynooth and Dundalk IT | Student Success Toolbox. 2016. My First Assignment.  <http://studentsuccess.ie/> |
| PDF document | **Using Graphics Organisers** in Teaching and Learning (examples are from second-level but blank forms at end of document) | PDST (Post-Primary) | <http://pdst.ie/sites/default/files/GraphicOrganiserFinal.pdf> |
| YouTube video | **The Writing Process** explained through animation. | CIS\*2050\*DE | <https://www.youtube.com/watch?v=V1pnpL8295E> |
| **WRITING (Cont.)** | | | | |
| **Essay Writing** | YouTube video | **How to Write an Effective Essay** – an introductory video (other related videos available from [www.EngVid.com](http://www.EngVid.com) and YouTube) | JamesESL (Learn English with James) | <https://www.youtube.com/watch?v=nWqMQ26Gqi4> |
| YouTube video | **How to Write an Effective Essay: The Introduction** | JamesESL (Learn English with James) | <https://www.youtube.com/watch?v=nWqMQ26Gqi4> |
| **Literature Review** | Webpage | **Literature Review** writing guidelines | Centre for Academic Success, Birmingham City University | <http://library.bcu.ac.uk/learner/writingguides/1.04.htm> |
| **Report Writing** | Webpage | **Report Writing Guidelines** | Centre for Academic Success, Birmingham City University | <http://library.bcu.ac.uk/learner/writingguides/1.02%20Reports.htm> |
| PDF document | **Focus on Report Writing** (focusing on writing up an investigation but can be applied to other writing tasks) | Centre for Learning and Study Support, DeMontfort University, Leicester | <http://libguides.library.dmu.ac.uk/ld.php?content_id=1879519> |
| **Presentations** | Websites/  Online tools/  Apps | **Presentations**  In addition to PowerPoint – a growing range of applications available e.g. Prezi | Kieft, J. | <https://www.youtube.com/watch?v=KwbDbnPGveo>  A short guide to Prezi (Educational use version) |
| Websites/  Online tools/  Apps | **Using images in Presentations**  Range of apps/sites available e.g. Google images, Flickr, Instagram, Pinterest, PicsArt, imagebank.ie, pixabay.com, YouTube).  Range of free photo editing apps e.g. PicsArt, Prisma | Various | Current information on online tools/apps can be found on edtech sites and related social media e.g. CESI’s Google group <https://groups.google.com/forum/#!forum/cesi-list> |
| **Becoming a better writer** | Webpage | **Want to write better?** **Read better writing.** – newspaper article outlining research on effect of adults’ reading on their writing | Megan Scudellari  Boston Globe | <https://www.bostonglobe.com/lifestyle/2016/05/30/want-write-better-read-more/pxGs6c2hhhJpfdcVWbbz1H/story.html> |
| Webpage | **Writing Well**  3 Data-Driven, Practical Tips for writing well | Sarah Cotterill, [The Science of Adversity](https://www.psychologytoday.com/blog/the-science-adversity) | <https://www.psychologytoday.com/blog/the-science-adversity/201608/3-data-driven-practical-tips-writing-well> |
| **Useful phrases and verbs** | Webpage | **Academic Phrasebank** (including lists of introductory sentences, verbs and phrases for a range of writing tasks e.g. Comparing and Contrasting and Describing Trends) | University of Manchester | <http://www.phrasebank.manchester.ac.uk/> |
| Webpage | **Verbs for Reporting**  General information including list of verbs used when reporting facts, opinions and results. | Centre for Academic Success, Birmingham study City University | <http://library.bcu.ac.uk/learner/Grammar%20Guides/3.09%20Reporting.htm> |
| Webpage | **Prepositions and Conjunctions used** in academic writing | Study Skills Centre, Colaiste Ide, CDETB | <http://fecstudyskills.weebly.com/piviotol-words.html> |
| **Paraphrasing** | PowerPoint presentation | **Academic Writing Skills: Paraphrasing and Summarising** – Examples and strategies | South Australian Certificate of Education (SACE) | <https://www.sace.sa.edu.au/learning/research-advice/academic-writing-skills> |
| Web-based quiz | **Paraphrasing Quiz** | UCD Library | <http://libguides.ucd.ie/academicintegrity/paraphrasingquiz> |
| PDF document | **Paraphrasing Methods** | The Writing Centre, University of Wisconsin | <http://writing.wisc.edu/Handbook/QPA_paraphrase2.html> |
| **Spelling** | PDF document | **Spelling Rules and Problem words** (many of these kinds of lists widely available) | Learning Resources, Academic Skills Office, University of New England | <http://aso-resources.une.edu.au/academic-writing/spelling/> |
| Various | A range of Speech to Text apps/online tools available e.g. Google Translate – although designed as a translating tool – it can also be used as an easy to use tool for Speech to Text | Various | Example:-  Google Translate app |
| **Writing Numbers** | PDF document | **Writing Numbers in academic writing** factsheet (this site also provides documents on a range of academic writing tasks) | Academic Skills Office, University of New England | <http://aso-resources.une.edu.au/wp-content/uploads/2015/08/WC_Numbers-in-academic-writing.pdf> |
| **Gender neutral terms** | PDF document | **Gender neutral terms**  Information and list of terms | Equality Office, Trinity College, Dublin | <https://www.tcd.ie/equality/assets/pdf/Gender-neutral_Guide.pdf> |
| **Punctuation** | PDF document | **Focus on Writing** - a short guide to writing conventions including punctuation and sentence structure | Centre for Learning and Study Support, DeMontfort University, Leicester | <http://libguides.library.dmu.ac.uk/ld.php?content_id=1879522> |
| PDF document | **A Rough Guide to Punctuation** | The Learning Centre, The University of South Wales | <http://mathsci.ucd.ie/modules/sci10010/SCI10010%20-%2017%20Punctuation%20-%20a%20rough%20guide.pdf> |
| **Translating** | Webpage | **Mini Translator** -Guide to using the function in MS Office. (Translation also available through MS Word (Review → Research)  A growing range of online dictionaries and apps available e.g. Google Translate app | Microsoft | <https://support.office.com/en-ie/article/See-translations-with-the-Mini-Translator-54a25ba8-defa-418e-9fe1-7336af9e8876> |
| **Plagiarism** | Online tutorial | **You Quote it, You Note it** – 10 minute interactive tutorial on Plagiarism | Vaughan Memorial Library, Acadia University, Canada | <http://library.acadiau.ca/sites/default/files/library/tutorials/plagiarism/> |
| Slide presentation | **Avoiding Plagiarism** – a guide to plagiarism with some practice questions to assess understanding of topic | Cardiff University | <https://ilrb.cf.ac.uk/plagiarism/tutorial/practice1.html> |
| **Referencing** | PDF document | **Using the Harvard System of Referencing** | Institute of Technology, Blanchardstown | <http://www.blanchlib.itb.ie/screens/ITB_Library_Harvard_Referencing_Guide.pdf> |
| YouTube video | **Guide to Harvard Referencing** | University of Derby | <https://www.youtube.com/watch?v=NDgqqPvMn0U> |
| Slide presentation | **Harvard Referencing Tutorial** | University Library Service, Cardiff University | <https://ilrb.cf.ac.uk/citingreferences/tutorial/whatis2.html> |
| YouTube video | **Google Drive** - Guide to using the referencing function (Footnote system APA) | Mel Burgess | <https://www.youtube.com/watch?v=DwBZPljaHiY> |
| Webpages | **Creating a Bibliography** (in Word) | Microsoft | <https://support.office.com/en-us/article/Create-a-bibliography-3403c027-96c8-40d3-a386-bfd5c413ddbb> |
| Websites | **Bibliography generators and apps**  Various online reference and available e.g. EndNote, Citethisforme, EasyBib. | Various | Various |
| **Proofreading** | PDF document | **Editing and Proofreading tips** | The Writing Centre, UNC College of Art and Sciences | <http://writingcenter.unc.edu/handouts/editing-and-proofreading/> |
| Webpage | **Proofreading Tip** – use the Speak command in Word to read text back to you. The Mini Translator function in MS Word also provides audio of highlighted text. | Microsoft  Office.com | <https://support.office.com/en-ie/article/Using-the-Speak-text-to-speech-feature-459e7704-a76d-4fe2-ab48-189d6b83333c> |
| Webpage | [**How To Write Well: 10 Essential Self-Editing Tips**](http://writetodone.com/how-to-write-well-self-editing-tips/) | C. S. Lakin | <http://writetodone.com/how-to-write-well-self-editing-tips/> |
| **Saving Written Assignments** | Word document | **Saving written assignments** - A few tips particularly for non-IT students | Unavailable | <https://drive.google.com/file/d/0B8iziKnrUnREQmhTOTlBWkNBbzg/view?usp=sharing> |
| **GENERAL GUIDES** | PDF document | **The Right Way to Write**: Supporting First Year Students. A general guide to academic writing – also included is a guide to email etiquette and a list of free apps, websites, freeware etc. that support writing and study (**page 34**). | B. Murphy and M. O’Rawe  (School of Hospitality Management and Tourism, DIT) | <http://dit.ie/media/awc/documents/The%20Right%20Way%20To%20Write%20Handbook.pdf> |
| Webpage | **Ideas for in-class writing exercises** to encourage and improve student writing | The Writing Centre, UNC College of Art and Sciences | <http://writingcenter.unc.edu/faculty-resources/tips-on-teaching-writing/in-class-writing-exercises/> |
| Webpage | **Range of handouts designed to encourage learners to think about their writing** and assist development of writing skills | The Writing Centre, UNC College of Art and Sciences | <http://writingcenter.unc.edu/faculty-resources/classroom-handouts/> |
| Webpage | **Range of study guides** including topics such as Grammar and Writing | Centre for Academic Success, Birmingham City University | <http://library.bcu.ac.uk/learner/Grammar%20index.htm> |
| YouTube video | **Creating/managing/sharing documents -** demonstrations | Anson Alexander | <https://www.youtube.com/watch?v=CeFJvXhFJd8> |
| Website | **Using English for Academic Purposes:**  A Guide for Students in Higher Education. Includes examples and lists for various academic writing tasks | Andy Gillett | <http://www.uefap.com/writing/writframsupport.htm> |
| ebook | **The Elements of Style** is a grammar and writing book available online free of charge | William Strunk Jr. | <http://www.bartleby.com/141/index.html> |
| Book | **Study Skills – How to write better essays** | Bryan Greetham | Publisher: Palgrave  ISBN: 978-1-137-29328-2 |
| Webpage | **Checking Students’ Grammar**  Possible responses to students’ requests about checking their use of grammar | The Writing Centre, UNC College of Art and Sciences | <http://writingcenter.unc.edu/esl/teaching-resources/just-check-my-grammar/> |
| Online dictionaries | **English and foreign language dictionaries**  There is a growing range of online and translating services available (also available as apps for mobile devices) – depends on personal choice | Various | Various |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| South Australian Certificate of Education | <https://www.sace.sa.edu.au/learning/research-advice> |
| Purdue University Online Writing Lab | <https://owl.english.purdue.edu/> |
| The Writing Centre, The University of Wisconsin | <http://writing.wisc.edu/Handbook/index.html> |
| Academic Skills Office, University of New England | <http://aso-resources.une.edu.au/> |
| Centre for Learning and Study Support, DeMontfort University, Leicester | <http://libguides.library.dmu.ac.uk/class/focuson> |
| Learning Centre, University of Sydney | <http://sydney.edu.au/stuserv/learning_centre/> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |