

## LANGUAGE TOOL

Elementary  
Advanced  
Postdocs

# A Toolkit for Writing in English

## Trainer



**Ruth Murdoch**  
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- BA Business Administration & Dipl. Travel & Tourism
- Cambridge Certificate in English Language Teaching to Adults (CELTA)
- Commercial background in marketing and corporate services in Australia, UK and Germany
- English language teacher at Goethe University since 2013 in: International Study Centre (Sprachenzentrum), Faculty of Economics and Business Administration (Wirtschaftssprachen)
- Private language coaching

## Objective

To reinforce participants' English writing skills by familiarizing them with characteristics of English for academic purposes and equipping them with skills and tools for formal writing.

## Description

In this four-day face-to-face workshop, participants will build on existing English language skills and enhance formal writing skills. The workshop will highlight the difference between formal and informal registers and serve as a 'grammar refresher'. We will review the tenses used in academic writing and practise using variety in our sentence structures. Participants will also be shown how to employ different language tools to achieve clarity and conciseness, and techniques for paraphrasing. We will also have proofreading sessions to check for common errors and learn methods to minimize word count.

While the focus appears to be mainly on writing, participants will have ample opportunity to speak (converse and even justify themselves) in English through the various activities.

## Methodology

- The course has been tailor-made for GRADE and no textbook is required. All material will be provided.
- This is a very practical course and participants will be actively applying skills throughout the workshop.
- Written production will be in the form of short tasks. Participants are not required to write essays.
- Participants will also be invited to bring any current writing (or past pieces of writing), so that they can directly apply the lessons learnt.
- Critical thinking in English will also be practiced during the course of the workshop and participants will have the chance to exercise their speaking skills in English.

## Conditions

Participants must complete an online language proficiency test issued by GRADE and achieve a CEFR B2 level in English.

**This workshop is planned as a face-to-face event. However, we reserve the right to switch the format at short notice according to the then relevant pandemic regulations. Participants will be informed accordingly.**

## Organizational Information

Language / Format	English / On campus
Target group	Doctoral Candidates at all stages and Postdocs from all faculties
Date	Saturday, 22 October 2022, 9:30 – 12:30 Saturday, 29 October 2022, 9:30 – 12:30 Saturday, 12 November 2022, 9:30 – 12:30 Saturday, 19 November 2022, 9:30 – 12:30
Registration	<a href="#">For registration click here</a>