

ACBA4027
Skills for
Professional
Practice

Aim:

- To provide the necessary written, numeracy and research skills for study, including sources of information.

Learning Outcomes:

Upon the successful completion of this module, you should be able to:

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- understand how to write for both academic and professional practice, including the necessary skills for finding credible sources of information, utilising these without plagiarism, management of time and revision aids;

Learning Outcomes:

Upon the successful completion of this module, you should be able to:

- understand how to write for both academic and professional practice, including the necessary skills for finding credible sources of information, utilising these without plagiarism, management of time and revision aids;
- understand the basic numeracy skills needed for construction professions, including basic trigonometry and statistics.



Academic Writing

Getting Started

- Go to menti.com
- Enter the code: 5142268
- How do you feel when you hear the phrase “academic writing”?



Getting Started

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- We will look at the skills and stages common in many types of academic writing.

Anxieties about writing

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- The ideas go round and round in my head
- I worry about spelling, grammar and punctuation

Getting Started

- Here are some ideas for getting started.

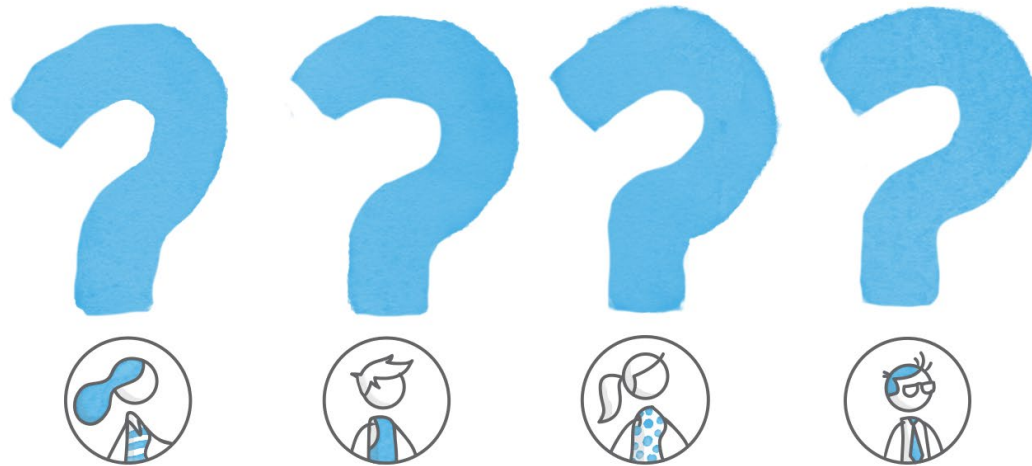
Getting Started

- Here are some ideas for getting started.
- Talking



Getting Started

- Here are some ideas for getting started.
- Question Banks



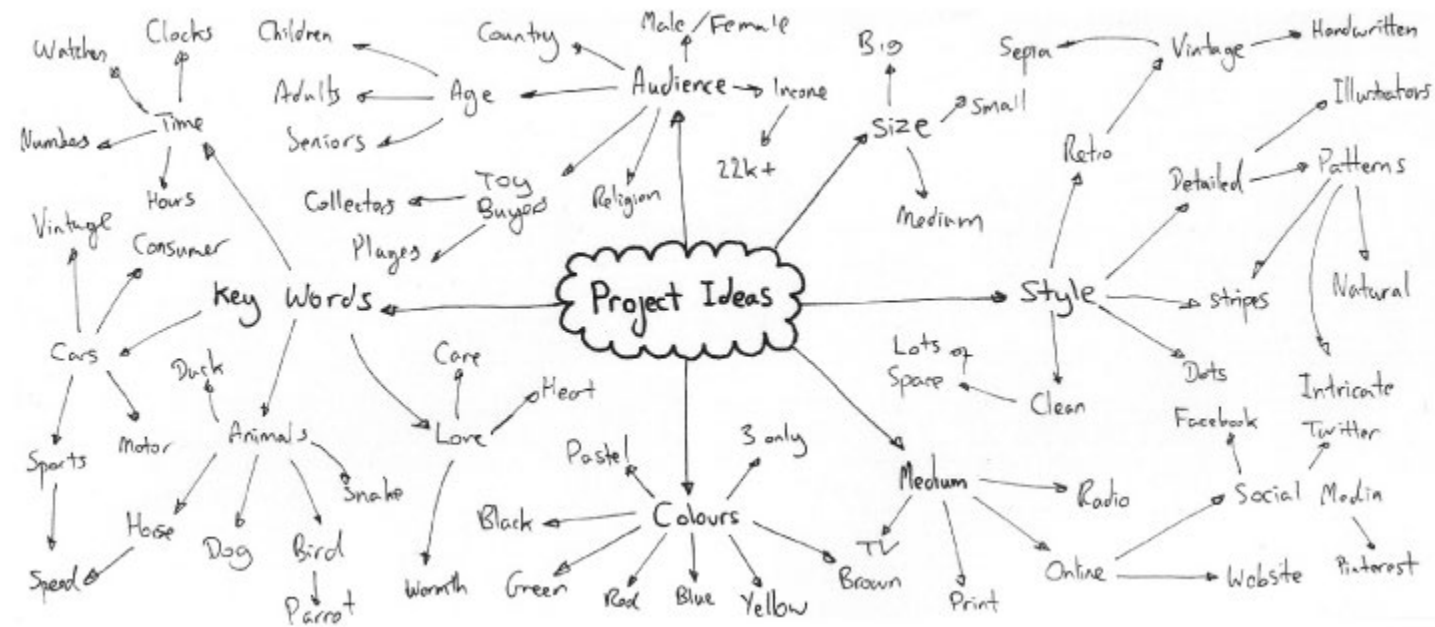
Getting Started

- Here are some ideas for getting started.
- Lists



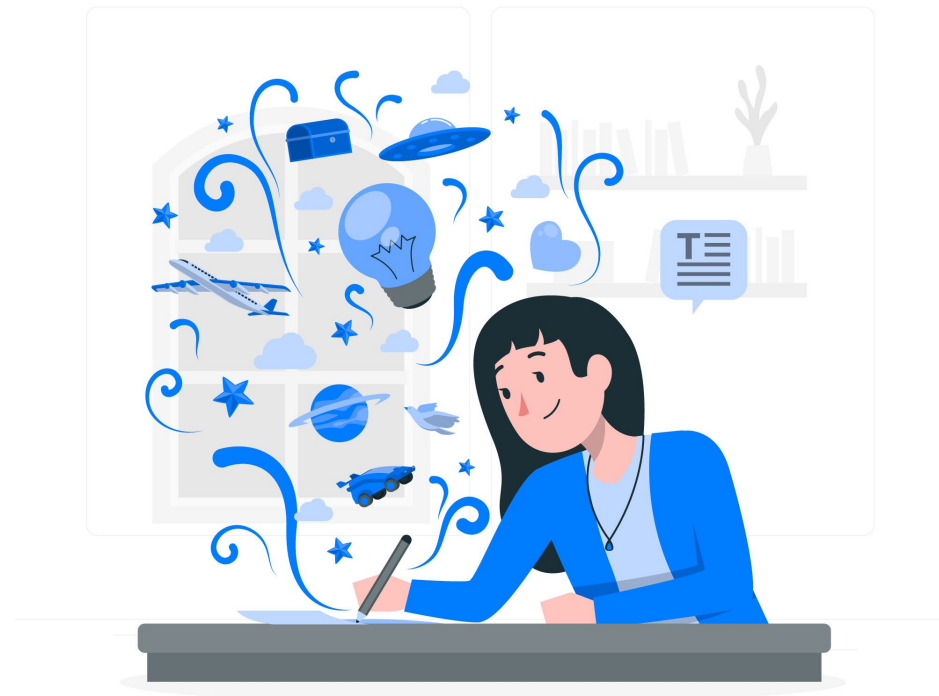
Getting Started

- Here are some ideas for getting started.
- Brainstorming



Getting Started

- Here are some ideas for getting started.
- Free Writing



Report vs Essay

[illegible]

Report vs Essay

[illegible]

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Report	Essay
Provides objective information.	Presents a writer's claim or argument.
Highly structures into sections identified by headings.	Structured by paragraphing with key points identified in topic sentences.

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For a specific audience.	For a general audience.
Includes tables, graphs and diagrams.	Meaning is conveyed through text.

Technical Reports

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- It is divided into sections which allow different readers to access different levels of information

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- It must be appropriate and accurate.
- It should be well drafted and organised, with specific sections, headings and sub-headings.

Relevance to Industry

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Accident Reports

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Business Cases

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Accident Reports *Business Cases* **Completion Reports**

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Accident Reports Business Cases Completion Reports

Concept Design Reports

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Construction Progress Reports

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Cost Reports

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Building Surveys

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Tender Documents

Relevance to Industry

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Project Execution Plans

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- The construction industry relies heavily on technical reports.
- Basis of good decision making in business.
- Used to inform internal personnel and customers.
- Technical people prefer to read concise, technical documents.

Procedure

Plan

- Objectives
- Research
- Outline

Procedure

Plan

Think about the objectives for your report before you start writing.

Your objectives should identify:

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Your objectives should identify:

- Who you're producing the report for?
- Why you're producing the report?
- What information you're covering?
- How does it answer your research question?

Procedure

Plan

Get the information you need but be focused.

Your research should be:

- Selective –you can't use everything.

Procedure

Plan

A technical report will generally include the following sections:

Procedure

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A technical report will generally include the following sections:

- Title Page

Procedure

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A technical report will generally include the following sections:

- Title Page
- Abstract

Procedure

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A technical report will generally include the following sections:

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- Abstract
- Contents Page

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A technical report will generally include the following sections:

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- Literature Review

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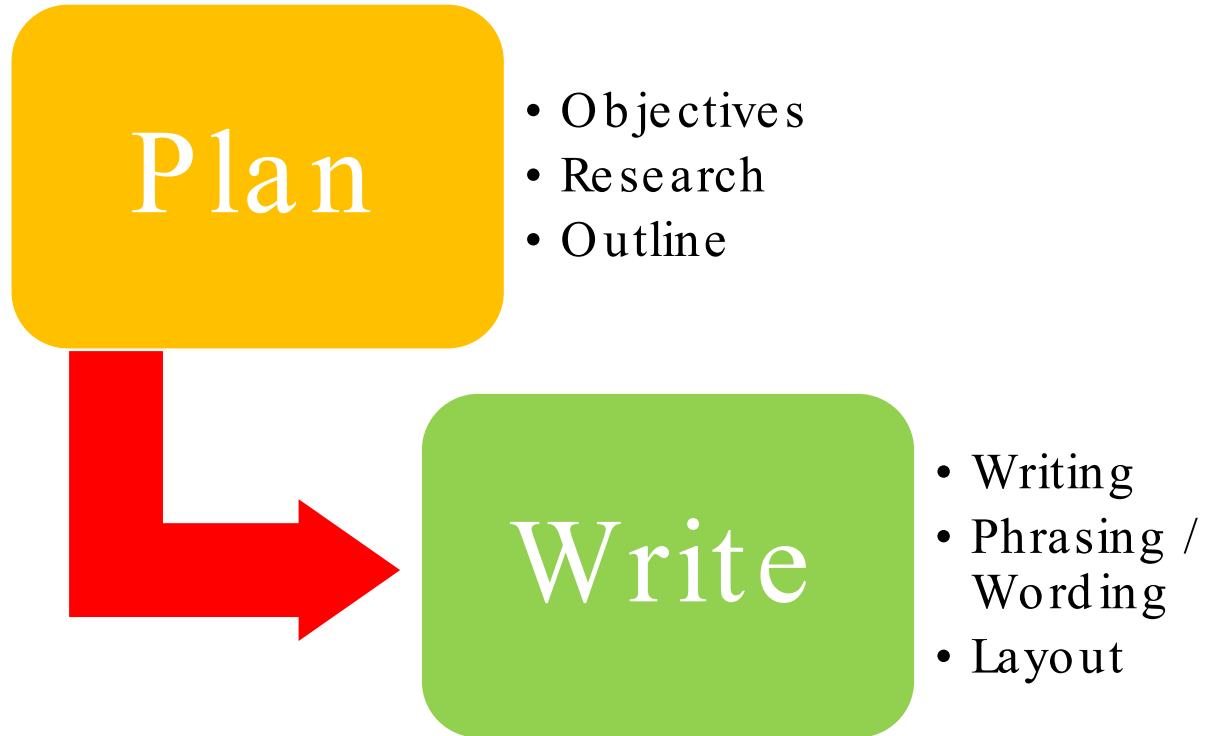
Procedure

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A technical report will generally include the following sections:

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- References
- Appendices

Procedure



Procedure

Write

Be careful not to spend so much time on planning, you run out of time to write.

Procedure

Write

Draft 1 :

Work out how many words you can write for each section.

Procedure

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Start with whatever seems easiest.

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State things clearly and in short sentences.

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A first draft can be rough and messy.

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Writing is easier if the research, planning and organising have already been done.

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Writing is easier if the research, planning and organising have already been done.

If you have a good structure, then tackling sections each day will quickly add together to complete your assignment.

Regular, small bouts of writing can help to keep your work on track.

Getting into the writing habit and doing it regularly can help to make you more fluent in your writing.

Procedure

Write

Draft 2+:

Check that information is grouped and ordered.

Procedure

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Draft 2+:

Check that information is grouped and ordered.

Check that sentences are coherent.

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Delete, improve or amend content from the first draft.

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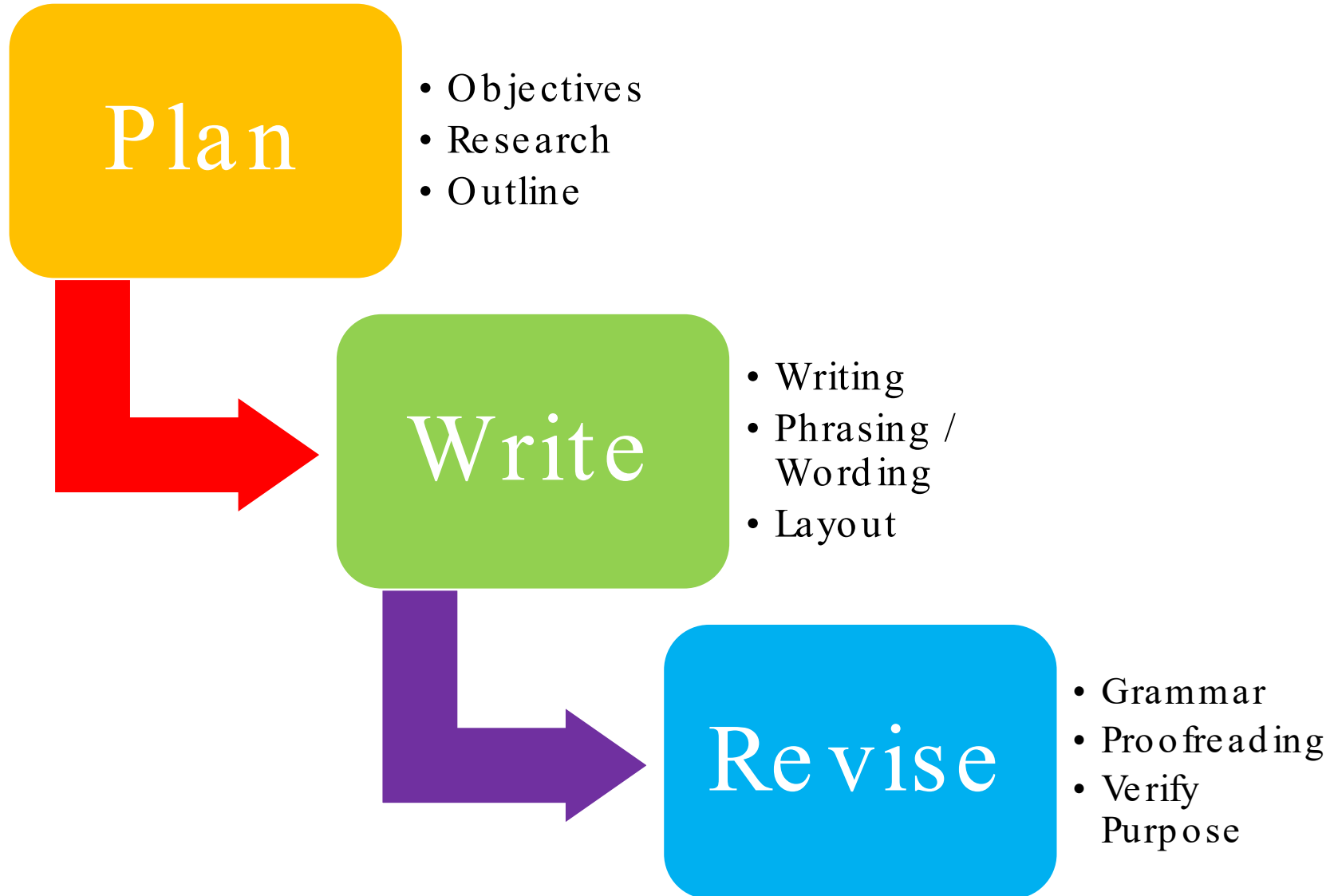
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Incorporate feedback

Procedure



Procedure

Revise

Editing is the final stage of writing.

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Make sure grammar and spelling are all correct.

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Check everything looks neat, well presented and in order.

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- Margins: 2.54cm all round (Word's default)

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- Page Numbers: Bottom of page. Should start after the title and contents pages.

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- Headings: Main section heading & sub-sections numbered.

Procedure

Revise

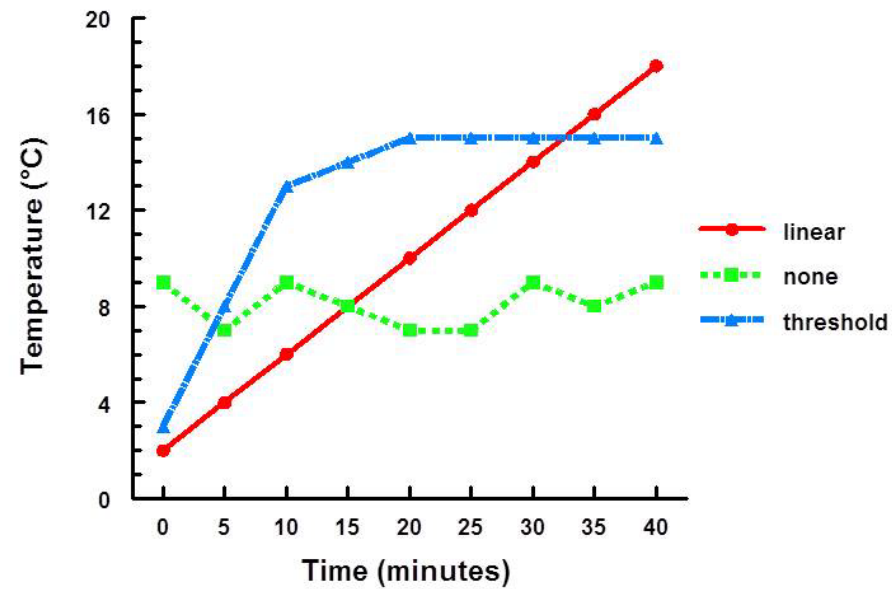


Figure 1. Text for line graph goes here (directly underneath graph). Describe the trend observed. Examples above include a linear effect of time heated on temperature of an object (red line), no response of temperature to time heated (green line), and a threshold response (blue line). I made up these numbers.

Procedure

Revise

Table 1 – Label for a table
always goes above

Water Depth (meters)	Temperature (°C)
50	18
75	15
100	12
150	5
200	4

Procedure

Revise

Punctuation

- Punctuation makes all the difference!
- Your work will read much better with good use of punctuation
- Plenty of online resources for correct punctuation rules

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Paragraphs

- Break up large blocks of text where appropriate
- Long blocks of text are difficult to read
- Each paragraph should have a consistent subject

Procedure

Revise

Sentences

- Short sentences will convey information better
- Really long sentences are difficult to read

Procedure

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Report Length

- Keep it concise
- Stick to the word count
- Readers don't want to spend too long on a report

Procedure

Revise

Language

- Avoid personal pronouns.
- Avoid abbreviations.
- Avoid misplaced conjunctions.

Procedure

Revise

Editing is the final stage of writing.

Make sure grammar and spelling are all correct.

Make sure you have used consistent heading and subheading styles.

Check citations.

Check everything looks neat, well presented and in order.

Check your report answers the original question.

Procedure

Revise

let it go.

How do you feel when you hear the phrase "academic writing"?

