

# **Develop your academic skills and language to help you succeed in your degree and beyond...**

**via**

Free courses and tutorials from the  
English for Academic and Professional  
Development programme (EAPD)

**Assignment writing**  
**Academic discussion**  
**Critical thinking**  
**Presentations**  
**Academic language**  
**Employability skills**

# Courses and tutorials in Academic Writing and Speaking

**Good written and spoken communication skills are essential to success in your studies and in your future career!**

**Whatever your ability, these courses will help to improve your grades!**

This programme of courses and tutorials is **OPEN TO EVERYONE** who wants to improve their academic performance and employability. It may be particularly suitable for the following students:

- International and European students and students whose first language is not English
- Students who have not studied in the UK before
- Home students who would like to develop their academic writing and language further

## **We offer three types of courses:**

- **‘Open’ courses:** These classes are open to students from any faculty. They are held in Penrhyn Road.
- **‘In your Faculty’ courses:** These classes are open to students from that faculty only. On your campus.
- **Kingston Language Scheme English courses:** These classes are for students who would like to cover all language skills and receive frequent feedback. Held at Penrhyn Road.

## **Course Details**

If you would like to know more about our courses, there are **COURSE DESCRIPTIONS** online at:

**My Kingston > Support > English for Academic and Professional Development**

## **Registration**

**You can enrol through Catalogues – See instructions on next page.**

To get the full benefit, you should attend the whole course.

**Gain points for your KINGSTON AWARD:  
10 points if you attend 80% of the course! Add the course to your academic record: HEAR.**

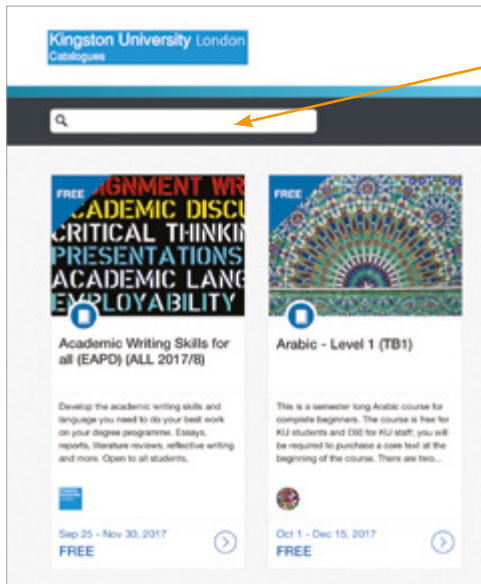
## **Any questions?**

Contact: Sarah Horrod, Insessional Programme Coordinator

E: [s.horrod@kingston.ac.uk](mailto:s.horrod@kingston.ac.uk)

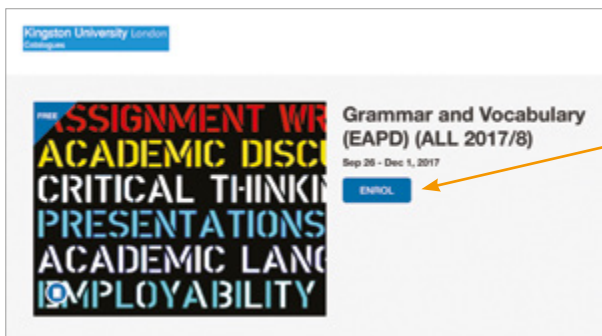
Follow us on twitter: @KULingLang

Go to the following link: <https://kuplus.kingston.ac.uk/>

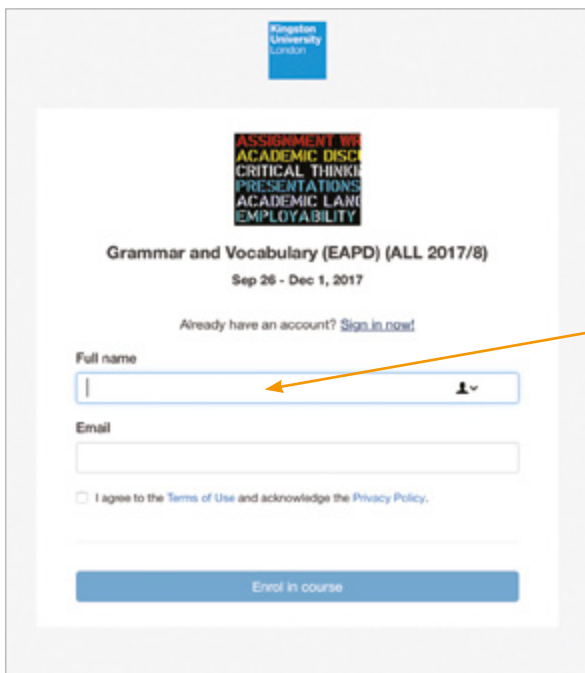


Enter **EAPD** to find which courses are available

Choose a course that sounds interesting, click here to read more details and then enrol



Click **ENROL** if you wish to enrol in the course, or go back to search for a different course



Kingston University London

ASSIGNMENT BY  
ACADEMIC DISCIPLINE  
CRITICAL THINKING  
PRESENTATIONS  
ACADEMIC LANGUAGE  
EMPLOYABILITY

**Grammar and Vocabulary (EAPD) (ALL 2017/8)**  
Sep 26 - Dec 1, 2017

Already have an account? [Sign in now!](#)

Full name

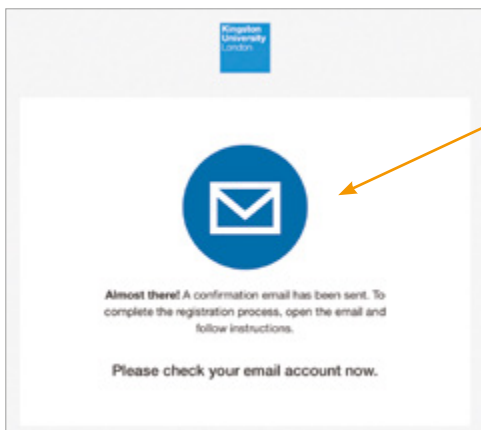
Email

☐ I agree to the [Terms of Use](#) and acknowledge the [Privacy Policy](#).

Enrol in course

You will need to use your Kingston University London student email with K number (k12345@kingston.ac.uk)

If you have previously enrolled on another course on Catalogues then you will be asked to log in to your Catalogues account first before being able to enrol again.



After clicking “Enrol in Course” you will receive a confirmation email to complete the registration process.

You must open the email and click the COMPLETE REGISTRATION button.

You are now enrolled on the course.

**If you have difficulties enrolling then please don't worry and come to class anyway!**

# Which course is best for you?

Want to do all skills (writing, speaking, reading, listening,) do lots of practice and get regular feedback?



KLS ENGLISH COURSE

Want to focus on assignment writing for your subject area?



In your Faculty writing course

Are you a postgraduate student wanting to improve your written assignments?



In your Faculty writing course or Open course: Postgraduate Writing Skills [TB2: Dissertation Writing]

Want to improve your spoken fluency, discussion and presentation skills?



Speaking skills: Discussion and Presentation Skills

Want to improve your academic reading skills and critical thinking?



Critical Reading Skills

Want to work on improving the accuracy and range of your language?



Grammar and Vocabulary for Writing

Want to improve your pronunciation?



Pronunciation Skills

Want to improve your communication skills for the workplace?



Employability Communication Skills [TB2]

Are you an Erasmus student wishing to take credits for your English course?



KLS ENGLISH COURSE

Want to get individual help with your assignments or language?



Use our one-to-one 'drop-in' or 'bookable' tutorials in the LRCs

# 'Open' Courses

## Teaching Block 1: September - December 2017

Registration: Those who register in advance will be given priority. You can also just go along to the first class. Please register your interest in attending one of these courses by following the link: <https://kuplus.kingston.ac.uk/> and see instructions above.

Course	Weeks	Day	Time	Room
Pronunciation Skills	Weeks 1-10 26 Sept – 28 Nov	Tuesday	2-4pm	PR EM3023
Postgraduate Writing Skills (Choose Wednesday OR Friday)	Weeks 1-10 27 Sept – 29 Nov	Wednesday	12-2pm	PR JG5014
Grammar and Vocabulary for Writing (Choose Wednesday OR Friday)	Weeks 1-10 27 Sept – 29 Nov	Wednesday	12-2pm	PR JG4010
Speaking Skills: Discussion and Presentation Skills (Choose Thursday OR Friday)	Weeks 1-10 28 Sept – 30 Nov	Thursday	12-2pm	PR JG4010
PhD students: Writing and Speaking Skills	Weeks 1-10 28 Sept – 30 Nov	Thursday	12-2pm	PR JG5014
English for Creative Writing and Literature	Weeks 1-10 28 Sept – 30 Nov	Thursday	2-4pm	PR JG4010
Academic Writing Skills for all	Weeks 1-10 28 Sept – 30 Nov	Thursday	2-4pm	PR JG5014
Grammar and Vocabulary for Writing	Weeks 1-10 29 Sept – 1 Dec	Friday	12-2pm	PR JG5014
Critical Reading Skills	Weeks 1-10 29 Sept – 1 Dec	Friday	12-2pm	PR JG4010
Postgraduate Writing Skills	Weeks 1-10 29 Sept – 1 Dec	Friday	2-4pm	PR JG5014
Speaking Skills: Discussion and Presentation Skills	Weeks 1-10 29 Sept – 1 Dec	Friday	2-4pm	PR JG4010

Open courses Week 10 – Individual Tutorial slots will be offered during class time.  
Priority will be given to the most frequent attenders.

No classes in Enrichment Activity Week (EAW) – Week 6, w/c 30 October  
Tutorials are available in the LRCs in EAW

# 'In Your Faculty' Courses

## Teaching Block 1: September - December 2017

Course	Weeks	Day	Time	Room
<b>Faculty of Science, Engineering and Computing (SEC)</b>				
UNDERGRADUATE SEC Writing Skills at Penrhyn Road	Weeks 1-10 27 Sept – 29 Nov	Wednesday	12-2pm	PR JG1005
POSTGRADUATE SEC Writing Skills at Penrhyn Road	Weeks 1-10 28 Sept – 30 Nov	Thursday	5-7pm	PR JG1007

<b>Faculty of Arts and Social Sciences (FASS)</b>				
Postgraduate Music students' Writing Skills at KH (You will be allocated to Tuesday or Wednesday class)	Weeks 1-10 26 Sept – 28 Nov	Tuesdays	1-3pm	KH CH1007
	Weeks 1-10 27 Sept – 29 Nov	Wednesday	3-5pm	KH FL2001
Postgraduate Law students at Kingston Hill	Weeks 1-10 26 Sept – 28 Nov	Tuesday	9-11am	KH FL1028
FASS students based at Penrhyn Road are welcome to attend any of the 'Open' courses or KLS English courses				

<b>Kingston School of Art</b>
KSA students can join any OPEN or KLS ENGLISH courses. We will offer courses in Academic Skills for Kingston School of Art students in each SCHOOL later in the teaching block – check the time of your course with your programme administrator.

Course	Weeks	Day	Time	Room
<b>Business School</b>				
Postgraduate BUSINESS students writing skills (Choose EITHER Monday OR Tuesday OR Thursday)	Weeks 1-10 25 Sept – 27 Nov	Monday	1-3pm	KH BS2025
	Weeks 1-10 26 Sept – 28 Nov	Tuesday	4-6pm	KH BS2025
	Weeks 1-10 28 Sept – 30 Nov	Thursday	11-1pm	KH BS3034
Undergraduate Business – Level 4 Business Studies: Communication Skills (KL4979) - Writing and Speaking skills for study and career	Weeks 7-12 & TB2 weeks 2-5 w/c 6 Nov – 11 Dec & w/c 15 Jan – 5 Feb	Monday	4-6pm	KH BS3036
		or Tuesday	9-11am	KH BS0027

### Faculty of Health, Social Care and Education (HSCE)

HSCE students are welcome to attend any of the Open courses at Penrhyn Road\*\*Social Work (Level 4 and Postgraduate) and Working with Children and Young People (WCYP) (Level 4 & 5) and PGDip Nursing students have their own writing courses

Your Programme Directors will give you information about these courses



# Kingston Language Scheme:

## English Courses

### Teaching Block 1: September - December 2017

- Develop writing, speaking, reading, listening skills, grammar and vocabulary in professional and academic contexts
- Enhance your inter-cultural understanding and communication skills through working on tasks on a range of interesting topics
- Do regular practice and assessments in all skills, receive frequent feedback and points towards your **Kingston Award (15 points if you complete the course and assessments)**.
- Use online tools to help develop your communicative and collaborative language skills

**For Erasmus and Study Abroad students, this course can be exchanged for credit.**

We recommend that home institutions grant 7.5 ECTS on completion of the course in accordance with the course specifications. You will need to discuss this with your Study Abroad / Erasmus coordinator in the first weeks of the course and tell your KLS teacher if you want to take this course for credit. This will only be possible with agreement from your home institution.

**Places on these courses are limited:** you must be able to make a regular commitment to the course, including some work outside class each week.

**Students will be assessed in the first week to make sure they are placed in a suitable class.**

**If you are interested in doing one of these KLS English courses, please enrol in advance by following the link: <http://www.kingston.ac.uk/short-courses/courses/academic-and-professional-english-skills/>**

**You can also just go to the first class to register but those who have enrolled in advance will be given preference.**

Course code and description	Weeks	Day	Time	Room
<b>KLS: English 1</b> This module is suitable for <b>INTERMEDIATE</b> level students i.e. English Language level equivalent to IELTS 6.0.	Weeks 2-12 4 Oct – 13 Dec	Wednesday	4-7pm	PR JG4008 OR PR JG5014
<b>KLS: English 2</b> This module is suitable for <b>UPPER INTERMEDIATE</b> level students i.e. English Language level equivalent to IELTS 6.5.	Weeks 2-12 4 Oct – 13 Dec	Wednesday	4-7pm	PR JG4010 OR PR JG1005
<b>KLS: English 3</b> This module is suitable for <b>ADVANCED</b> level students i.e. English Language level equivalent to IELTS 7.0.	Weeks 2-12 4 Oct – 13 Dec	Wednesday	4-7pm	PR JG2001

# ‘Bookable’ tutorials in the LRCs

## Teaching Block 1: September - December 2017

**One-to-one support and advice with our experienced teachers**

Bring some of your writing for an assessment of your language and writing skills or Bring your work-in-progress or Just come along with your questions about any aspect of English, academic skills or assignment writing. For Bookable tutorials, see details below. Come to **ANY CAMPUS**.

**BOOKING REQUIRED TO GUARANTEE AN APPOINTMENT – A 30 MINUTE SLOT.**

**Book via link: <https://bookwhen.com/eapd-open-courses>**

You should only book **ONE 30 minute-slot** within the **2/3-hour session** – to allow more people to use the tutorials. If you book a slot then cannot attend, you **MUST CANCEL** your booking.

**[IF A SLOT HAS NOT BEEN BOOKED, THE TUTOR CAN SEE OTHER STUDENTS ON A DROP-IN BASIS]**

Where?	Drop in or Booking required	Weeks	Day	Time	Place
Penrhyn Road LRC, ground floor	<b>BOOKING REQUIRED*</b>	Weeks 5-12 DROP IN 24 Oct – 12 Dec (incl. EAW 31 Oct)	Tuesday	12-2pm	Pod 2 PR LRC
Penrhyn Road LRC, ground floor	<b>BOOKING REQUIRED*</b>	Weeks 5-12 25 Oct – 13 Dec (incl. EAW 1 Nov)	Wednesday	2-4pm	Pod 2 PR LRC
Penrhyn Road , CASE, PR Drop in one-to-one skills & language advice for FASS students only		We also have teachers offering tutorials in CASE. Days and times to be confirmed. Check CASE web pages.	To be confirmed.	To be confirmed.	PR MB 3035
Kingston Hill LRC, ground floor	<b>BOOKING REQUIRED*</b>	Weeks 5-12 24 Oct – 12 Dec (incl. EAW 31 Oct)	Tuesday	12-2pm	Pod 2 KH LRC
Kingston Hill LRC, ground floor	<b>BOOKING REQUIRED*</b>	Weeks 5-12 26 Oct – 14 Dec (incl. EAW 2 Nov)	Thursday	1-3pm	Pod 2 KH LRC
Knights Park LRC	<b>BOOKING REQUIRED*</b>	Weeks 5-12 27 Oct – 15 Dec (incl. EAW 3 Nov)	Friday	12-2pm	Pod 2 KP LRC

- "** It was great to get individual help in the library tutorials – the teachers helped me to see how my assignment could be improved.
- "** Very useful classes! – I enjoyed learning how to do good academic presentations. It really improved my confidence.
- "** I really liked learning about academic style and vocabulary – I think it helped me get better marks in my assignments!
- "** It was fun to meet students from other faculties and share ideas in our speaking class.
- "** I could use what I learned in the writing classes about structuring reports and essays to help me write my business assignments.
- "** In the writing classes, I learned how to write literature reviews and reports – these were new types of writing for me!

# ‘Open’ Courses

## Teaching Block 2: January - April 2018

Course	Weeks	Day	Time	Room
Pronunciation Skills	Weeks 2-10 16 Jan - 13 March	Tuesday	2-4pm	PR EM3023
Dissertation Writing for Postgraduates and Level 6 Students (Choose Wednesday OR Friday)	Weeks 2-10 17 Jan - 14 March	Wednesday	12-2pm	PR JG2012
Grammar and Vocabulary for Writing	Weeks 2-10 17 Jan - 14 March	Wednesday	12-2pm	PR JG4010
PhD students: Writing and Speaking Skills	Weeks 2-10 18 Jan – 15 March	Thursday	12-2pm	PR JG4010
English for Creative Writing and Literature	Weeks 2-10 18 Jan – 15 March	Thursday	2-4pm	PR JG4010
Employability Communication Skills	Weeks 2-10 19 Jan – 16 March	Friday	12-2pm	PR JG5014
Academic Writing Skills for all	Weeks 2-10 19 Jan – 16 March	Friday	12-2pm	PR JG4010
Dissertation Writing for Postgraduates and Level 6 Students (Choose Wednesday OR Friday)	Weeks 2-10 19 Jan – 16 March	Friday	2-4pm	PR JG5014
Speaking Skills: Discussion and Presentation Skills	Weeks 2-10 19 Jan – 16 March	Friday	2-4pm	PR JG4010
Dissertation and Project Writing (5 week course)	25 April – 23 May	Wednesday	10-12pm	PR JG1007

No classes in Enrichment Activity Week (EAW) – Week 6, w/c 12 February  
Tutorials are available in the LRCs in EAW

# 'In Your Faculty' Courses

## Teaching Block 2: January - April 2018

Course	Weeks	Day	Time	Room
<b>Faculty of Science, Engineering and Computing (SEC)</b>				
UNDERGRADUATE SEC Writing Skills at Penrhyn Road	Weeks 2-10 17 Jan – 14 March	Wednesday	12-2pm	PR JG1007
POSTGRADUATE SEC Writing Skills at Penrhyn Road	Weeks 2-10 18 Jan – 15 March	Thursday	5-7pm	PR JG1007
<b>Faculty of Arts and Social Sciences (FASS)</b>				
Postgraduate Music students' Writing Skills at KH (You will be allocated to Tuesday or Wednesday class)	Weeks 2-10 17 Jan – 14 March	Wednesday	3-5pm	KH FL2007
	Weeks 2-10 16 Jan – 13 March	Tuesday	1-3pm	KH CH1007
Postgraduate Law students at Kingston Hill	Weeks 2-10 16 Jan – 13 March	Tuesday	9-11am	KH FL1028
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<b>Kingston School of Art</b>				
KSA students are welcome to join any OPEN or KLS ENGLISH courses. We offer courses in Academic Skills for Kingston School of Art students in each SCHOOL – check the time of your course with your programme administrator				
<b>Business School</b>				
Postgraduate BUSINESS students: Dissertation writing skills	Weeks 2-10 16 Jan – 13 March	Tuesday	4-6pm	KH BS2025
Postgraduate BUSINESS students writing skills	Weeks 2-10 18 Jan – 15 March	Thursday	11-1pm	KH BS3034
<b>Faculty of Health, Social Care and Education (HSCE)</b>				
HSCE students are welcome to attend any of the Open courses at Penrhyn Road and to use the one-to-one tutorials in KH LRC				

# Kingston Language Scheme:

## English Courses: January - April 2018 Teaching Block 2

- Develop writing, speaking, reading, listening skills, grammar and vocabulary in professional and academic contexts
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Course code and description	Weeks	Day	Time	Room
<b>KLS: English 1</b> This module is suitable for <b>INTERMEDIATE</b> level students i.e. English Language level equivalent to IELTS 6.0.	Weeks 1-11 10 Jan – 21 March	Wednesday	4-7pm	PR JG4008
<b>KLS: English 2</b> This module is suitable for <b>UPPER INTERMEDIATE</b> level students i.e. English Language level equivalent to IELTS 6.5.	Weeks 1-11 10 Jan – 21 March	Wednesday	4-7pm	PR JG2012
<b>KLS: English 3</b> This module is suitable for <b>ADVANCED</b> level students i.e. English Language level equivalent to IELTS 7.0.	Weeks 1-11 10 Jan – 21 March	Wednesday	4-7pm	PR JG4010

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Where?	Drop in or Booking required	Weeks	Day	Time	Place
Penrhyn Road LRC, ground floor	<b>BOOKING REQUIRED**</b>	Weeks 1-13 9 Jan – 17 April (incl. EAW 13 Feb)	Tuesday	12-2pm	Pod 2 PR LRC
Penrhyn Road LRC, ground floor	<b>BOOKING REQUIRED**</b>	Weeks 1-13 10 Jan – 18 April (incl. EAW 14 Feb)	Wednesday	2-4pm	Pod 2 PR LRC
Penrhyn Road , CASE, PR MB Drop in one-to-one skills & language advice for FASS students only		We also have teachers offering tutorials in CASE. Days and times to be confirmed. Check CASE web pages.	To be confirmed.	To be confirmed.	PR MB 3035
Kingston Hill LRC, ground floor	<b>BOOKING REQUIRED**</b>	Weeks 1-13 10 Jan – 18 April (incl. EAW 14 Feb)	Wednesday	12-2pm	Pod 2 KH LRC
Kingston Hill LRC, ground floor	<b>BOOKING REQUIRED**</b>	Weeks 1-13 11 Jan – 19 April (incl. EAW 15 Feb)	Thursday	1-3pm	Pod 2 KH LRC
Knights Park LRC	<b>BOOKING REQUIRED**</b>	Weeks 1-13 12 Jan – 20 April (incl. EAW 16 Feb)	Friday	12-2pm	Pod 2 KP LRC

