

# Academic Skills Program Spring 2018

## for Graduate Students

This course is designed to help graduate students acquire the fundamental academic skills needed to complete academic papers and give presentations. Writing segments will cover various checkpoints including accuracy, paraphrasing, and referencing. Presentation segments will focus primarily on delivery skills to communicate a clear message, project enthusiasm, and maintain interest. Discussion skills in dealing with Q&A sessions following presentations will also be covered.

### ■Course Schedule

Session 1	<b>Academic Writing / Presentation Skills</b> The Structure of a Paper and Presentation
Session 2	<b>Academic Writing</b> Common Errors and Accuracy
Session 3	<b>Academic Writing</b> Paraphrasing and Referencing
Session 4	<b>Presentation Skills</b> Posture, Gestures, and Eye Contact
Session 5	<b>Presentations Skills</b> Voice, Tone, and Q&A

*At KIC and BKC, the five sessions listed above will be condensed into a single day over four 90-minute periods.*

### ■Schedule & Place

KIC : Saturday, April 28 10:40 - 17:50 KOUSHINKAN KS201  
BKC: Saturday, May 26 10:40 - 17:50 AD-SEMINARIO A202  
OIC: Every Friday May 18 - June 15 14:40 - 16:10 Building A AN422

### ■How to Apply

Application can be made online through the following website from Monday, April 16

[http://www.ritsumeai.ac.jp/ru\\_gr/g-career/eng/program/article.html?id=134](http://www.ritsumeai.ac.jp/ru_gr/g-career/eng/program/article.html?id=134)

### ■Note

- There is no tuition fee for taking this non-credit program.
- All sessions will be taught in English.
- Japanese students are also welcome.
- Prior registration is required.

