



Course in Language and Study Skills (**CLASS**) Module  
**SEMESTER ONE 2012**

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- The CLASS language module has been developed to promote language proficiency among Curtin Business School students. The module consists of **9 one hour seminars**.
- These seminars aim to develop your academic writing and study skills and to increase your confidence in communication. All seminars are **FREE**.
- Attendance at these seminars will earn you points towards the **Career Performance Index (CPI)** for the **Curtin Business Club**. You must attend at least 7 out of 9 seminars to earn points.
- Please note that **only 200 places** are available across CBS so book early if you are interested.
- Classes begin in week 2 of semester, **Monday 5 March**, and run for 9 weeks until the week beginning Monday 30 April inclusive. Classes **do not** run in tuition free weeks.
- There is one seminar per week, repeated five times, as shown below. Seminars are run in the rooms indicated below:

Day	Time	Room
Monday	2.00 pm	400.250
Monday	5.00 pm	402.327
Tuesday	10.00 am	407.213
Tuesday	2.00 pm	407.309
Thursday	12.00 pm	405.205

The full list of topics covered is as below:

1. **Examining the structure of different academic genres**  
(Essay, report, reflective journal, case study)
2. **Analysing and answering the question**  
(Some easy techniques)
3. **Understanding qualities of academic style**  
(What makes academic writing different)
4. **Writing well-structured sentences**  
(Expressing ideas clearly, precisely and correctly)
5. **Understanding different parts of speech**  
(Economising, economic or economy?)
6. **Developing techniques for linking ideas**  
(Developing cohesion and balance in academic writing)
7. **Writing effective introductions, conclusions and executive summaries**  
(The most important elements of many writing genres)
8. **Referencing with style**  
(Not just the technical aspects, but how to do it well)
9. **Editing and proof reading like a professional**  
(Making sure your ideas are expressed clearly and precisely)

**To enrol:**

Email [cbs-comskills@curtin.edu.au](mailto:cbs-comskills@curtin.edu.au)

OR Telephone 9266 3504

OR visit our website at [www.cbs.curtin.edu.au/communication](http://www.cbs.curtin.edu.au/communication) and go to CLASS seminars

OR drop into the Communication Skills Centre in building 407.202