

Tools for writing an effective thesis (2ed)

Lecturers

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Language

English

Course description and objectives

The course is aimed at giving students the tools and tips to write their thesis. It is divided in two sections, each one covering specific topics that will provide students with the knowledge needed to successfully write their thesis:

- The first section (lessons 1-5) deals with linguistic and structural topics of your thesis. It will teach you how to structure your thesis, which style to use, and how to build a literature review and an abstract
- The second section (lessons 6-11) covers the advanced features of Microsoft Word, valuable in the creation of structured documents, with specific orientation to your thesis. In particular, this section will explain how to effectively use format styles, integrate data from different applications, and insert graphic objects, tables, equations, footnotes, indexes, tables of contents, cross-references

The last session (lesson 12) is dedicated to possible clarifications and the final test.

Audience

The course is open exclusively to students of the Master of Science Programs at Università Bocconi and is part of the Enhancing Experience activities that are worth 2 credits (subject to 75% attendance and to passing the final test).

It is specifically targeted at students who are about to start the drafting of their thesis, but it can also be useful to those who want to learn how to create academic and professional documents effectively and quickly.

Prerequisites

It is recommended that students:

- have at least a CEFR B2 level of English
- know the General Bocconi guidelines for thesis writing
- have solid skills of the basic use of Microsoft Word

Duration

24 academic hours

Teaching mode

The course will be held in distance learning mode. It will be possible to follow the live streaming (Live Session) of each lesson accessing through Blackboard to the corresponding virtual room.

Calendar

Lecture	Date	Time
1	Fri 26/03/2021	15.00 – 16.30
2	Fri 26/03/2021	16.50 – 18.20
3	Wed 31/03/2021	18.40 – 20.10
4	Fri 02/04/2021	15.00 – 16.30
5	Fri 02/04/2021	16.50 – 18.20
6	Wed 14/04/2021	18.40 – 20.10
7	Fri 16/04/2021	15.00 – 16.30
8	Fri 16/04/2021	16.50 – 18.20
9	Wed 21/04/2021	18.40 – 20.10
10	Fri 23/04/2021	15.00 – 16.30
11	Fri 23/04/2021	16.50 – 18.20
12	Wed 28/04/2021	18.40 – 20.10

Syllabus

Lecture Topics

1 Introduction:

- Course introduction
- General Bocconi guidelines for thesis writing

Overview:

- Planning your thesis
 - Constructing your thesis
-

2 The heart of your thesis. The literature review:

- Constructing your Literature Review
 - Exploring academic vocabulary
-

3 The heart of your thesis. Discussion and analysis:

- Organizing your Discussion and Analysis
 - Using signals and transitions
-

4 Using Academic English

- Employing an Academic Tone
 - Constructing Academic Paragraphs
-

5 Beginning and ending your thesis:

- Writing your Abstract
 - Constructing your Introduction & Conclusion
-

6 Introduction to advanced text editing:

- Review of some Microsoft Word basics
 - Importing and adjusting texts from other sources
 - Paragraph and font formatting
 - Page layout and text distribution options
-

7 Organizing and structuring a document:

- Even/odd pages and first page options
 - Managing sections in a document
 - Creating and using format styles
 - Using multilevel lists
-

8 Managing page layouts and text fields:

- Creating indexes and tables of contents
- Managing fields in a document
- Numbering pages
- Managing headers and footers

9 Inserting and managing graphics and other objects:

- Inserting pictures, graphic objects and diagrams
- Creating mathematical equations
- Using tabular structures
- Inserting footnotes and numbered captions

10 Using references and proofing tools:

- AutoCorrect options and Thesaurus
- Language settings and spelling check
- Using cross-references
- Managing citations and bibliography

11 Finalizing the document ready for printing:

- Tracking changes and reviews
- Managing and comparing versions
- Creating and using Word templates
- Saving, converting and printing options

12 Q&A session

Final test

Software

Microsoft Word 2019/365

Suggested bibliography

- CiA Training Ltd (2016). *ECDL Advanced Word Processing Software* (BCS ITQ L3), *Word 2016/365 - syllabus 3.0*. Sunderland: CiA Training Ltd
(Check availability at the Library: <http://lib.unibocconi.it/record=b1612952~S8>)
- Craswell, Gail & Poore, Megan (2012). *Writing for academic success*. 2nd ed. Los Angeles: SAGE
(Check availability at the Library: <https://lib.unibocconi.it/record=b1492228~S8>)
- Wang, Gabe T. & Park, Keumjae (2016). *Student research and report writing: from topic selection to the complete paper*. Chichester: Wiley Blackwell
(Check availability at the Library: <http://lib.unibocconi.it/record=b1614326~S8>)
- Wallwork, Adrian (2016). *English for writing research papers*. 2nd ed. Cham: Springer (digital copy available through Bocconi library on & off-campus: <http://0-doi.org.lib.unibocconi.it/10.1007/978-3-319-26094-5>)

Available seats

This activity is limited to **60** participants and reserved to **students of the Master of Science Programs**. Registrations cannot be carried out once this number has been reached or after closing of the registration period.