

Tools for writing an effective thesis (1ed)

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

It will be possible to join the course in presence and/or in distance, by connecting remotely and following the streaming of the lesson held in the classroom.

Calendar

Lecture	Date	Time	Room	Lesson in person with groups by student ID number
1	Mon 02/11/2020	18.40 - 20.10	N33	Even
2	Wed 04/11/2020	18.40 - 20.10	N33	Even
3	Thu 05/11/2020	18.40 - 20.10	N33	Even
4	Mon 09/11/2020	18.40 - 20.10	N33	Odd
5	Wed 11/11/2020	18.40 - 20.10	N33	Odd
6	Thu 12/11/2020	18.40 - 20.10	InfoAS04	Odd
7	Mon 16/11/2020	18.40 - 20.10	InfoAS04	Even
8	Thu 19/11/2020	18.40 - 20.10	InfoAS04	Even
9	Mon 23/11/2020	18.40 - 20.10	InfoAS04	Odd
10	Thu 26/11/2020	18.40 - 20.10	InfoAS04	Odd
11	Mon 30/11/2020	18.40 - 20.10	InfoAS04	Even
12	Thu 03/12/2020	18.40 - 20.10	InfoAS04	Even

For the first five lectures, students are invited to **bring their own laptop**. The final seven lectures will be taught in computer labs, thus every student will have a PC available.

Syllabus

Lecture Topics

1 Introduction:

- Course introduction
- General Bocconi guidelines for thesis writing

Overview:

- Planning your thesis
 - Constructing your thesis
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2 The heart of your thesis. The literature review:

- Constructing your Literature Review
 - Exploring academic vocabulary
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3 The heart of your thesis. Discussion and analysis:

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