

How to Be an Efficient Writer

Course Outline

MODULE 1: The essentials of efficient science writing

- Step 1: What is science writing?
- Step 2: The priorities of science writing
- Step 3: How to effectively manage your writing time

MODULE 2: What to do before you start writing

- Step 1: How to develop efficient reading, citation and note-taking habits
- Step 2: How to plan the stages of document production
- Step 3: How to maintain effective document version control

MODULE 3: How to rapidly develop your document outline

- Step 1: How to identify the target audience and purpose
- Step 2: How to clarify your project aim
- Step 3: How to align project design with document structure

MODULE 4: How to efficiently manage the writing process

- Step 1: How to prioritise the writing process
- Step 2: How to produce a content-rich first draft
- Step 3: How to critically evaluate your writing
- Step 4: How to seek and respond to feedback

Your personal course library contains:

- Lecture videos
- Lecture slide handouts #
- Writing exercise sheets #
- Checklists and templates #
- Additional reading #
- Resources and Recommended Reading (external links)

These resources are downloadable

Bonus features[^]:

- Weekly live Q&A sessions (webinars) *
- Weekly live introduction to each module *
- Private tutorial group

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[^] Not necessary to complete the course

* Replays available in the course library