WEA Course information sheet 2019-20

Adult Learning Within Reach

Course title: How to Write a Proposal for a Non-Fiction Book		**Course ID:** C2227405
Start date: 02/07/2020	**End date:** 09/07/2020	**Day(s)/time(s):** Thu 11:45
Number of sessions: 2	**Hours per session:** 1	**Tutor** James Clarke
Additional hours: 1	**Online Learning Hours:** 0	
Specific funder/partner requirements: No skills or experience needed		
Awarding body (if any): **Title of qualification to be gained:**		**Level:** Level 1
Fee: £.00 or **Free** if you are in receipt of an income related benefit (only SFA funded) **Accreditation Fee** (if applicable):		
Venue: Online Learning, Online, ZZ99 9ZZ		
Theme(s): The WEA has four themes it uses for planning its provision. **Employability** – helping students to get a job or to make progress in their employment **Health and Wellbeing** – making a positive contribution to their own or others health and wellbeing **Community Engagement** – encouraging students to be positively involved in their communities **Culture** – learning about diverse cultures, identities and environments The Theme(s) used in planning your course is/ are: 1. **Culture Education** 2.		

Course Aim

Are you keen to develop a non fiction book idea ? Would you like support and guidance in how to approach the task ? This two-part course will take you through some of the considerations involved in structuring a book proposal.

Course Description

This two part set of talks will guide you through the key issues involved drafting a proposal for a non-fiction book. There will be a chance for you to have your proposal reviewed by the tutor.

Do I need any particular skills or experience?

What will I achieve?

By the end of the course I will be able to:

1. You will complete a first draft proposal document
2. You will be able to identify the typical structure of a non-fiction book proposal.
3. You will be able to identify typical issues to be aware of in drafting a non-fiction book proposal.
4. You will engage with feedback about your work.
5. Identify publishers who may be suitable for your proposal.

What teaching methods will be used and will there be work outside of the class?

- The WEA's digital learning platform, Canvas will be used to provide resources or to support lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. If you want to understand more about our digital learning platform please visit: http://bit.ly/WEAonline
- Most of your learning will take place in your class, but one or two sessions will be online using WEA's digital learning platform, Canvas, working by yourself or engaging with other students. If you want to understand more about our digital learning platform please visit: http://bit.ly/WEAonline
- The WEA tutor will use a range of different teaching and learning methods and encourage you and the group to be actively involved in your learning
- You may be asked to undertake additional work in your own time to support your learning
- You will be expected to carry out a range of activities in your own time
- Between the first and second sessions you will be invited to write a first draft proposal outline (in part or whole) for feedback and review by the tutor.

What kind of feedback can I expect from the tutor?

- Your tutor will provide written, text and audio feedback recorded in WEA Canvas, WEA's digital learning platform.
- You will have opportunities to discuss your progress with your tutor
- You will be encouraged to share your work with the group and discuss your learning
- You will be encouraged to consider other students work and give your opinions and suggestions
- A (short) course of this kind can benefit from participants being willing to engage in feedback with their fellow learners about their creative work in progress.

What else do I need to know? Is there anything I need to bring?

- What you need: You will need an internet connection, speakers, a microphone and a webcam so that you can use our video learning platform, Zoom. If you'd like to understand more Zoom please visit: http://bit.ly/ZoomSpec
- You will also need access to the internet outside of your sessions. You could do this using a smart phone, tablet, laptop or a desktop computer (at home or through a library etc.).
- You will need a personal email address to join the WEA's digital learning platform, Canvas so that you can receive resources, record your progress and achievement and to work with others and share ideas. If you want to understand more about our digital learning platform please visit: http://bit.ly/WEAonline

Pre-course work, reading and information sources

- No pre reading or pre course work is required

Possible next steps after this course (including career opportunities if appropriate)

- Progress to another WEA course
- Progress to a course with another provider
- Become involved with the WEA in a range of voluntary work and other activities including campaigning as a WEA member
- Become involved as a volunteer for a WEA partner or another organisation

Learning with the WEA

WEA courses increasingly make use of the rich variety of educational tools and material available

on the internet and from digital devices. The WEA's digital learning platform, Canvas will play an increasing role in all WEA courses to provide resources or support, or to conduct lessons, enable assessment, provide learner feedback and for other activities for individuals away from the course. It is helpful, although not essential if you have access to a computer or smartphone to support your course.

You can read about your entitlements and responsibilities as a WEA student in our leaflet, Student Handbook here http://www.wea.org.uk/learn-wea/student-support This includes information on fees, learning support and financial support. As part of your course you accept our Learning Agreement and Privacy Notice. Full details of the Learning Agreement and privacy notice can be found on our website at http://www.wea.org.uk/policies. This applies to all courses you take in this academic year.

You can enrol online for some courses http://www.wea.org.uk/learn-wea/course-search or contact:
WEA Support Services, Suite 10B Joseph's Well, Hanover Way, Leeds, West Yorkshire, LS3 1AB
Tel: 0300 303 3464 Email: courseenquiries@wea.org.uk

Education & Skills Funding Agency

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