

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

**School of Linguistics and Applied Language Studies  
Course Outline**

**WRIT 251, Academic Writing in English as a Second Language,**

**TRIMESTER 2 2012  
16 July to 17 November 2012**

**Trimester dates**

Teaching dates: 16 July to 19 October 2012

Mid-trimester break: 27 August to 9 September 2012

Study week: 22–26 October 2012

Examination/Assessment Period: 26 October to 17 November 2012

**Withdrawal dates**

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Course Coordinator: **Dr Stuart Webb**

VZ412

Ext. 9779

Office hours: by appointment

Email: [stuart.webb@vuw.ac.nz](mailto:stuart.webb@vuw.ac.nz)

<http://www.victoria.ac.nz/lals>

**Staff:**

**Tutors:**

Tutors' names, rooms and office hours will be posted on Blackboard once workshop groups have been established.

**Class times and rooms:**

<b>Tutorials/Workshops:</b>	Three (3) hours per week	
CRN17019	Monday 2:10-4pm	Murphy 107
	Thursday 2:10-3pm	Murphy 107
CRN17023	Monday 2:10-4pm	Murphy 105
	Thursday 2:10-3pm	Murphy 105
CRN19732	Monday 2:10-4pm	Von Zedlitz 107
	Thursday 2:10-3pm	Von Zedlitz 106

You are expected to attend all your workshop sessions. If for any reason you are unable to attend a session, you should explain your absence to your tutor. **Note that there is an attendance requirement for the workshops** (see the **Mandatory Course Requirements**).

**NB** It is important that you are able to attend **all three hours** listed for your workshop group.

### **Workshop groups**

The workshop groups will be posted on the notice board and on Blackboard on Monday 16 July at 9 a.m. Workshops begin in the first week of the trimester.

### **Announcements:**

#### **Noticeboard**

The WRIT 251 noticeboard is opposite VZ 208, on the second floor of the von Zedlitz building. Course information will be announced in workshops and/or posted on this notice board and/or on Blackboard.

#### **Assignments**

All student assignments are to be placed in the Assignments Box opposite the elevators on the second floor of the von Zedlitz building. It is situated on the wall of the School office, which is VZ210.

#### **Language Learning Centre**

You are encouraged to make use of the University's Language Learning Centre (Floor 0, von Zedlitz). Most of the books listed on page 3, and a number of additional resources and texts relating to second language writing, including grammar, spelling and punctuation, are available in the Self-Access Centre (VZ007). The Centre also has a wide range of listening materials in general and academic English.

### **LALS main office:**

VZ210, 2<sup>nd</sup> floor Von Zedlitz Building, Kelburn Parade

### **WRIT 251 Course Administrator:**

Dayna Taramai, Undergraduate administration

Tel: 463 5255 1000 ext 5255

[dayna.taramai@vuw.ac.nz](mailto:dayna.taramai@vuw.ac.nz)

### **Teaching learning summary**

The course is delivered in workshops over 12 weeks. Each week there are three hours of workshops which students must attend. Students are expected to have completed relevant readings prior to class as well as any required tasks, and to participate in discussions and group work in the workshops.

### **Course Prescription**

The course aims to help non-English speaking background students develop an awareness of effective writing in academic contexts. It does this by presenting stages of the writing process and the skills relevant to each stage, by presenting and practising strategies for successful completion of university essays.

### **Aims:**

The course aims to help non-English speaking background students develop an awareness of what constitutes effective writing and reading in academic contexts. It does this by presenting significant stages of the writing process and the skills relevant to each stage, by presenting and practising strategies for successful completion of university essays, and by having students practise writing in workshops where feedback is a crucial feature.

You are expected to participate actively in the workshops. The workshops provide an opportunity to clarify your understanding of the writing process and to work on a range of tasks aimed at practising and refining writing and reading skills. A regular feature of workshop tasks will be your preparation of drafts of written text and critical evaluations on which your tutor and peers will provide feedback. Towards the end of the course the workshops will focus on applying the principles you have met and practised in WRIT251 to your other subjects, and developing independence as a writer.

### **Learning objectives:**

A student that has successfully completed WRIT 251 should be able to:

- a) solve some of the problems faced when writing and reading in a second language

- b) demonstrate increased richness and accuracy of their English when expressing complex ideas
- c) demonstrate strategies for writing and reading texts effectively
- d) demonstrate awareness of discourse features of academic essays and reports
- e) demonstrate awareness of the discourse features of written critical evaluations
- f) demonstrate strategies for successful completion of university essays

**Expected workload:**

In line with faculty workload guidelines, you are expected to spend 13 hours per week (including 3 hours of class time) working on WRIT 251, in order to maintain satisfactory progress.

**Course content:**

Week	Topic	Task
1	Introduction to the course. The writing process	None
2	Purpose: Fulfilling the requirements of an academic essay	Assignment outline
3	Incorporating sources into the text: references, quotations and the reference section	Bibliography due, Assignment 2 question
4	Accuracy in writing	Draft 1
5	Making your argument flow	Draft 2
6	Voice and audience	Assignment 1 due
7	Revising, editing, and using feedback	Assignment outline
8	Writing summaries and the QUEST approach to writing critical evaluations	Summary due
9	Writing summaries and critical evaluations part 2	Critical evaluation due
10	Incorporating tables and figures into the text	Draft 1
11	Academic essay structure	Draft 2
12	Writing under time constraints in tests and examinations	Assignment 2 due

**Texts:**

**Required:**

There is no set text for this course but there are books on academic writing that are a useful reference (see recommended readings below). There are handouts and readings for topics and these will be available on the Blackboard site under course materials. Copies will also be available in class.

Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

**Recommended:**

(Note: Most of the following books are on 3-day loan in the VUW Library. You should also check under Course Reserve on the Library website.)

Braine, G. (1996). *Writing from sources: a guide for ESL students*. Mountain View, California: Mayfield.

Clanchy, J. & Ballard, B. (1991). *Essay writing for students*. (2nd ed.). Melbourne: Longman Cheshire.

Coxhead, A. (1998). *An academic word list*. Wellington: School of LALS, Victoria University of Wellington.

Gardner, P.S. (2005). *New Directions: Reading, Writing, and Critical Thinking*. Cambridge: Cambridge University Press.

McCarthy, M. & O'Dell, F. (2002). *English vocabulary in use (Advanced)*. Cambridge: Cambridge University Press.

Murphy, R. (1985). *English grammar in use*. Cambridge: Cambridge University Press.

Raimes, A. (1992). *Exploring through writing: A process approach to ESL composition*. New York: St Martins Press.

- Rountree, K. (1991). *Writing for success: a practical guide for New Zealand students*. Auckland: Longman Paul.
- Sinclair, J. (ed.) (1995). *Collins Cobuild English Dictionary*. London: Collins.
- Swan, M. (1995). *Practical English usage*. (2nd ed.). Oxford: Oxford University Press.
- Wilhoit, S. (1997). *A brief guide to writing from readings*. Needham Heights, MA: Allyn and Bacon.

**Any other relevant material/equipment:**

There are a large number of useful websites which can help you with your grammar; many of these include quizzes which you can use to test your knowledge of grammar. Try visiting some of the following:

- “Guide to Grammar and Writing” (<http://ccc/commnet.edu/grammar/>)
- “Online Resources for Writers” (<http://webster.comnet.edu/writing/writing.htm>)
- “The Purdue University On-Line Writing Lab (OWL)” (<http://owl.english.purdue.edu/>)
- “Sentence Sense” (<http://webster.comnet.edu/sensen/>)
- “My Words” (<http://mywords.ust.hk/>)

You need to take responsibility for working on your grammatical weaknesses by using practice materials available on websites or in the VUW Language Learning Centre. Your tutor will help you identify your weaknesses.

A site that can help you with study skills is: [www.skills4study.com](http://www.skills4study.com)

**Assessment:**

WRIT 251 is an in-term assessed course. The final grade will be based on:

Assessment	Length	%	Due date and time
Annotated bibliography 1	500-750 words	5%	Friday August 3, 12 noon
Assignment 1	1000-1200 words	30%	Friday August 24, 12 noon
Summary	200-300 words	10%	Friday September 21, 12 noon
Critical evaluation	300-400 words	10%	Friday September 28, 12 noon
Assignment 2	1600 words	33%	Friday October 19, 12 noon
Weekly tasks		12%	

**Annotated Bibliography 1**

The annotated bibliography requires you to select appropriate sources for Assignment 1, list the bibliographical details of each source: author, date, title, journal title (for articles), or publisher details (for books), explain why each source is credible, and summarize the main points of the source. Successful completion of the annotated bibliography will help you to complete Assignment 1.

**Assignment 1**

You will be guided through a process approach to writing the assignment. The process includes pre-writing tasks, drafting, revising, and editing. This will involve discussing your writing with members of your workshop group, and giving each other feedback on writing drafts. The process also includes integrating reading from different sources, and using appropriate referencing conventions.

**Summary**

The summary requires you to successfully analyse an academic text and apply the knowledge gained to academic writing. The topic and themes found in the summary will be based on those found in Assignment 2 and the evaluations should be included in your assignment. Thus, successful completion of the evaluation will help you to complete the final assignment in WRIT 251.

**Critical Evaluation**

The critical evaluations require you to demonstrate successful critical reading and writing with the aim to focus you on a writing style which is both academic and objective. The approach used in the critical

evaluations will be based on Barkhuizen's (2002) QUEST approach, which is included in the course readings. The topic and themes found in the critical evaluation will be based on those found in Assignment 2 and the evaluations should be included in your assignment. Thus, successful completion of the evaluation will help you to complete the final assignment in WRIT 251.

### **Assignment 2**

The final assessment task is a disciplinary specific report worth 33% of your final grade. This provides you with the opportunity to focus on academic writing in an area which relates to your coursework. You and your tutor will negotiate a topic for your report based on a question, which you provide that is related to your academic discipline. It is important to note that your report will be assessed on the quality of the writing rather than the content of your report because tutors are unable to accurately assess the content of so many different areas.

### **Weekly Tasks**

In this course, you will go through the stages of writing academic essays. The tasks are designed to workshop this project at various stages, so you can receive feedback from your classmates and from me as you develop your writing. 12% of your grade will be based on timely completion of workshop tasks, as noted above in the course content. This entails submitting workshop tasks in class on the relevant class day when necessary. You will receive instructions on what/how to submit from week to week. For the workshops to be successful, people need to submit their tasks and comment on others' tasks in a timely manner. Late submissions will not be accepted.

### **Penalties:**

The assignments must be submitted by the due date. If you require an extension for good reasons, ask the course coordinator ahead of the date for handing in the assignment. Assignments handed in after the due date must be accompanied by a medical certificate or other evidence of exceptional circumstances. *Only assignments carrying a cover-sheet signed by the course coordinator have a valid extension permitted to them.* Unless you have a valid extension granted for your assignment, the following penalties will apply:

- One grade less (5%) per working day and without expectations that comments be provided for late assignments.
- After one week, no mark, but the assignment can still count for mandatory course requirements if submitted by the end of term.

Plagiarism is not acceptable in assessed work, and will be penalised. The penalty will depend on the severity of the plagiarism. Assignments which are plagiarised will not receive a grade and cannot be resubmitted.

### **Word limits**

You must ensure that your assignments, summary, annotated bibliographies, and critical evaluation meet the word limit requirements. If your written work is over 10% in excess of the word limit, it will only be assessed to the maximum word length noted in the guidelines.

### **Relationship between assessment and course objectives:**

The skills outlined in the course objectives will be assessed in the assignments, summary, and critical evaluation.

### **Mandatory Course Requirements:**

To gain a pass in this course each student must:

- attend a minimum of 30 hours of workshops.
- submit the written work specified for this course, on or by the specified dates (subject to such provisions as are stated for late submission of work)

### **Class Representative**

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

**Attendance:**

**You must attend a minimum of 30 hours of workshops.** You should only miss workshops for strong reasons such as illness or bereavement.

**Academic Integrity and Plagiarism**

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such material

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

**Use of Turnitin**

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an online plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted material on behalf of the University for detection of future plagiarism, but access to the full text of submissions is not made available to any other party.

**WHERE TO FIND MORE DETAILED INFORMATION**

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study). Find out how academic progress is monitored and how enrolment can be restricted at [www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at [www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the *Calendar* webpage at [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at [www.victoria.ac.nz/home/about\\_victoria/avcacademic](http://www.victoria.ac.nz/home/about_victoria/avcacademic).