



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

WRITING PROGRAMME

WRIT 151 WRITING IN ENGLISH AS A SECOND LANGUAGE

20 POINTS

TRIMESTER 1 2016

Key dates

Trimester dates: 29 February to 29 June 2016

Teaching dates: 29 February to 5 June 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Last assessment item due: 3 June, 2016

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds.

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Class times and locations

The course will be delivered through tutorials/workshops. There are no lectures. Your workshop times will be determined by the CRN in which you have enrolled. Workshops begin in the first week of trimester.

In Trimester 1 of 2016 the following workshops are offered. Some of these CRNs may be cancelled if enrolments are too low.

See over the page for class times and locations.

CRN	Days	Time	Room	
13056^(L2)	Tue	1410 - 1600	Murphy	806
	Thu	1510 - 1600	Murphy	806
13057^(L3)	Mon	0900 - 1050	Von Zedlitz	509
	Tue	0900 - 0950	Von Zedlitz	509
13058^(L4)	Tue	1410 - 1600	Von Zedlitz	515
	Thu	1510 - 1600	Von Zedlitz	515
13059^(L5)	Mon	1200 - 1350	Von Zedlitz	506
	Thu	1200 - 1250	Von Zedlitz	506
28122^(L1)	Mon	1200 - 1350	Von Zedlitz	710
	Thu	1200 - 1250	Von Zedlitz	710
28123^(L6)	Mon	0900 - 1050	Von Zedlitz	506
	Tue	0900 - 0950	Von Zedlitz	506

Names and contact details

Course Coordinator:

Averil Coxhead

Room: Von Zedlitz (VZ) 403

Phone: 04 463 5625

Email: averil.coxhead@vuw.ac.nz

www.victoria.ac.nz/lals

Office hours: Monday 2-3; Tuesday 2-3



Course Administrator:

Matthew Vink

Room: Von Zedlitz (VZ) 210

Phone: 04 463 5255

Email: matthew.vink@vuw.ac.nz

Office hours: Monday – Friday, 9 – 4:15



Communication of additional information

Additional information concerning this course will be displayed on Blackboard.

Prescription

This course is designed to improve the writing of students for whom English is a second or other language. During the course, students practise techniques for generating, drafting and revising writing for a range of purposes, with an emphasis on addressing problems faced by second language writers. The course comprises three hours of workshop attendance per week.

Course Content

The course covers a wide range of academic writing topics, including:

- Essay writing in English
- Report writing in English
- In-text and post-text referencing in academic writing
- Reading, grammar, and vocabulary
- Integrating sources in academic writing
- Drafting and feedback
- Becoming an independent writer
- See also the draft course timetable at the end of this document.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. solve some of the problems faced when writing and reading in a second language
2. demonstrate increased richness and accuracy of their English when expressing complex ideas
3. demonstrate strategies for writing and reading texts effectively
4. demonstrate a critical awareness of their own strengths and weaknesses when writing in English

Teaching format

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 language tasks aimed at practising and refining writing and reading skills. A regular feature of workshop tasks will be your preparation of successive drafts of written text on which your tutor and peers will provide feedback.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

1. attend a minimum of 30 hours of workshops
2. complete all assessment tasks and workshop tasks to demonstrate that they have achieved Course Learning Objectives 1-4 (see above)

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

Workload

In line with faculty workload guidelines, you are expected to spend 200 hours across the trimester, working on WRIT 151 in order to maintain satisfactory progress. This is approximately 15 hours per week (including 3 hours of class time). Times to complete each assessment will vary depending on the student. The following are estimates only. It is estimated that you will spend around 30-40 hours on each of the essay and the report (including reading, and writing, which includes the drafting process). You will also spend around 7-10 hours on each revision task. The portfolio is estimated to take you around 15-20 hours. Writing and revising for the test should take you 5-10 hours.

Assessment

WRIT 151 is an internally assessed course. The final grade will be based on:

	Learning objective	Length	%	Due date and time
Essay	1, 2, 3	1000 -1200 words	20%	Essay due, Wednesday 23 March, midday
Essay Revision	4	N/A	10%	Revision of Essay Due, Friday 15 April, midday
Report	1, 2, 3	1000 -1200 words	20%	Report due Friday 6 May, midday
Report Revision	4	N/A	10%	Revision of Report due, Friday 20 May
Test	1, 2, 3	N/A	20%	Test (one hour) Tuesday 24 May, 6pm
Portfolio	4	1000 - 1100 words	20%	Portfolio due, Friday 3 June, midday

The Assignments

You will be guided through a process approach to writing the essay, report and portfolio. 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. Marking criteria will be placed on Blackboard. Assignments should be submitted in the box in VZ210. In addition, an electronic copy must be submitted through Turnitin (on Blackboard).

The Revision Tasks

When you submit your essay and your report, your tutor will give you feedback on them, and return them to you with specific suggestions for improving the essay. The Essay and Report Revision assignments require you to reflect and act on the feedback from your tutor. In addition to working through the specific suggestions from your tutor, you are expected to identify other areas needing improvement, and plan and make changes to these areas. You will then submit the revised essay or report and revision notes to your tutor. Your ability to make effective changes to the essay both independently and in response to tutor feedback will then be assessed for 10% of your final grade.

Portfolio Reflection

You are required to keep all your written work for the course in a portfolio – a loose leaf folder – during the trimester. At the end of the course you will submit a 1000-word written Reflection on your development as a writer during the course, along with a selection of your work during the trimester. Your tutor will provide guidance on compiling the portfolio in workshops. The portfolio will contribute 20% of your final grade.

The Test

The test is worth 20% of the final assessment for WRIT 151. It will be held on Tuesday 24 May 5:45-7:00pm. You will be advised of the room/s in workshops. It is **your responsibility** to ensure you are present at this time.

Marking Criteria

The marking criteria for each piece of assessment will be on Blackboard.

Submission and return of work

All assessments need to be on paper. The essay, report, and portfolio also need to be submitted on BlackBoard on the due date.

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.

Please supply your tutor with a stamped self-addressed envelope, so that we can return your portfolio to you at the end of the course.

Extensions and penalties

Extensions

An extension without penalty will only be considered in cases of documented illness or injury or personal bereavement. Except in the case of medically documented illness or injury, extensions should be requested in advance of assignment deadlines. Tutors may grant extensions of up to 72 hours; the course coordinator must approve extensions longer than 72 hours.

Penalties

Assessments handed in past the due date without prior permission will lose a mark for each day. Assessments that are over one week late will receive no feedback.

Word limits

Please ensure that your essays meet the word limit requirements. Assignments will be marked down by one grade (e.g. from B to B-) for every 10% that they are over or under the word limit.

Materials and equipment and/or additional expenses

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.commnet.edu/writing/writing.htm>)

“The Purdue University On-Line Writing Lab (OWL)” (<http://owl.english.purdue.edu/>)

“Sentence Sense” (<http://webster.commnet.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

Set texts

WRIT 151 Coursebook. (Available from vicbooks at an estimated cost of approx. \$15) and WRIT 151 Readings (Available from vicbooks at an estimated cost of approx.. \$15). www.vicbooks.co.nz.

Recommended reading

Here is a useful list of books and materials on academic writing, vocabulary, and other topics which you might find useful. They are in the library, on closed reserve, and you can also find many of them in the Language Learning Centre (LLC). There are many advanced learner dictionaries which you can find in the library and LLC too.

Braine, G. (1996). *Writing from Sources: A Guide for ESL Students*. Mountain View, California: Mayfield.

Burgmeier, A. (2009). *Inside Reading: The Academic Word list in Context*. New York: Oxford University Press.

Coxhead, A. (1998). *An Academic Word List*. Wellington: School of LALS, Victoria University of Wellington. You can also find it at: <http://www.victoria.ac.nz/lals/resources/academicwordlist/>.

Emerson, L. (2005). *Writing guidelines for Business Students*. Palmerston North: Dunmore Press.

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.

Swan, M. (1995). *Practical English Usage*. (2nd ed.). Oxford: Oxford University Press.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Student feedback

Feedback from the last group of students in this course suggested that we need to think about how this course can encourage critical thinking. This is an area we plan to focus on improving in this trimester.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Special passes: refer to the *Assessment Handbook*, at www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz

WRIT 151 Draft Course Timetable

The following outline summarises the topics to be covered during the workshop sessions. The workshop programme will provide opportunities for practising skills and receiving feedback. Towards the end of the course, the workshops will focus on applying the principles you have met and practised in WRIT 151 to your other subjects, and developing independence as a writer.

Week	Week beginning	Workshop focus	Assessment dates
1	29 February	Introduction to the course; Setting writing development goals; Critical thinking in academic writing; Vocabulary in academic writing	
2	7 March	Hierarchies of ideas in text Basic essay structure Planning and writing the first draft	
3	14 March	Critical reading in academic writing; Selecting and notetaking from sources; Paraphrasing; Integrating sources in your writing; In-text referencing	
4	21 March	Essay introductions Essay conclusions Coherence and cohesion in texts Post-text referencing	Essay due, Wednesday 23 March, midday (20%)
Easter break: 24 March – 30 March inclusive			
5	4 April	Essays vs reports Report writing: Purpose and format Grammar in second language writing	
6	11 April	Preparing and drafting the main section of reports Using feedback to develop your academic writing	Revision of Essay Due, Friday 15 April, midday (10%)
7	18 April	Report conclusions Report recommendations	
ANZAC DAY and Easter Break – 25 April – 29 April inclusive			
8	2 May	Introductions for reports Coherence in reports	Report due Friday 6 May, midday (20%)
9	9 May	Using data and images in reports Revising and editing your final draft	
10	16 May	Writing under time constraints in tests and examinations	Revision of Report due, Friday 20 May (10%)
11	23 May	Portfolio guidance	Test Tuesday 24 May, 5.45 pm (20%)
12	30 May	Becoming an independent writer	Portfolio due, Friday 3 June, midday (20%)