



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 2 2016

Key dates

Trimester dates: 11 July to 13 November 2016

Teaching dates: 11 July to 16 October 2016

Mid-trimester break: 22 August to 4 September 2016

Last assessment item due: 14 October 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, it may instead be possible to apply for an aegrotat (refer to www.victoria.ac.nz/students/study/exams/aegrotats).

Workshop times and locations

CRN26017 Monday 3:10pm – 5pm and Wednesday 3.10pm – 4pm in Murphy 404

CRN26020 Monday 3:10pm – 5pm and Wednesday 3.10pm – 4pm in Murphy 806

CRN26018 Monday 11am – 12:50pm and Thursday 11am – 11:50am in Von Zedlitz 509

CRN28124 Monday 11am – 12:50pm and Thursday 11am – 11:50am in Von Zedlitz 506

Names and contact details

Course Coordinator:

Jean Parkinson

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www.victoria.ac.nz/lals

Office hours: By appointment

Course Administrator

Matthew Vink

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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

The course is taught as writing workshops. There are no lectures or tutorials. 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

1. Students must attend a minimum of 30 hours of workshops in order to maximise their opportunity to develop their writing skills using their tutor's guidance (see Course Learning Objectives 1-4 above)
2. Students must submit a credible attempt at 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:

		CLO(s)	Length	%	Due date and time
1	Essay	1, 2, 3	1000 – 1200 words	20%	Friday 12 August 12 noon
2	Essay Revision	4	1000 – 1200 words	10%	Friday 16th September 12 noon
3	Report	1, 2, 3	1000 – 1200 words	20%	Friday 23th September 12 noon
4	Test	1, 2, 3	1000 – 1200 words	20%	Tuesday 4th October 5:45 – 7:00pm
5	Report Revision	4	1000 – 1200 words	10%	Friday 14 October 12 noon
6	Portfolio	4	1000 – 1100 words	20%	Friday 14 October 12 noon

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 4th October 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

Unless you have a valid extension granted for your assignment, the following penalties will apply:

- Assessments handed in past the due date will lose 2% for each working 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. (Avaliable from vicbooks at an estimated cost of approx. \$15)

You may like to include the vicbooks website: 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

Based on student feedback last year we have been working on ways to encourage critical thinking. 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
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- 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
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- 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
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- 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

WRIT151 Course Timetable

Week	Week beginning	Workshop focus	Assessment dates
1	11 July	Introduction to the course Setting writing development goals Critical thinking in academic writing	
2	18 July	Hierarchies of ideas in text Planning and writing the first draft	
3	25 July	Selecting and note-taking from sources Using sources Referencing	
4	1 August	Introductions	
5	8 August	Cohesion & coherence Conclusions	Essay due Friday 12 August 12 noon (20%)
6	15 August	Report writing Planning your questionnaire	
Mid-trimester break 22 August – 4 September			
7	5 Sept	Understanding and using feedback Report Results section Using data and images in reports	
8	12 Sept	Method section of report Introduction section of report Coherence in a report	Revision of essay due Friday 16 th September (10%)
9	19 Sept	Discussion section of a report Report conclusions and recommendations Revising and editing your final draft	Report due Friday 23 rd September 12 noon (20%)
10	26 Sept	Writing under time constraints in tests and examinations	
11	3 October	Portfolio guidance	Test Tuesday 4 th October 17:45 – 19:00 (20%)
12	10 October	Becoming an independent writer	Portfolio reflection (20%) due by 12 noon Friday 14 October Revision of Report (10%) due by 12 noon Friday 14 October