



## School of Linguistics and Applied Language Studies Course Outline

### WRIT 151, Academic Writing in English as a Second Language, Trimester 2, 2006

1. **Course Coordinator:** John Macalister

2. **Staff:**

**John Macalister**  
VZ203  
Ext. 5609  
Office hours: see office door  
Email:  
[john.macalister@vuw.ac.nz](mailto:john.macalister@vuw.ac.nz)  
<http://www.vuw.ac.nz/lals>



#### **Tutors:**

Tutors' names, rooms and office hours will be posted on the WRIT 151 noticeboard (see location details below) once workshop groups have been finalised.

3. **Class times and rooms:**

**Lectures:** **Monday 10-10.50 Kirk LT303**

**Tutorials/Workshops:** **Three (3) hours per week See WRIT notice board for details of rooms**

The workshops are an essential part of WRIT 151. 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 on **Monday 10 July** at 3pm. **Workshops begin the week of 17 July.**

#### **4. Announcements:**

##### **Noticeboard**

The WRIT 151 noticeboard is opposite VZ 208, on the second floor of the von Zedlitz building. Course information will be announced in lectures and workshops and/or posted on this notice board and/or posted 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 & 4, 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.

Computers for word processing are available in the Language Learning Centre, although the priority use of LLC computers is for language learning software. LLC computers are Macs, running Mac Microsoft Office 2001. You can save your work onto either a Mac or PC formatted floppy disk, your memory stick, or directly onto your VUW workspace available through Student Computing Services. Printing at the LLC costs 10 cents per page or you can pay with LLC Printing Vouchers, obtainable from the Counter. Computers are also available in the VUW library and in the Cyber Commons rooms on Level 2 of both the Murphy and Kirk buildings.

#### **5. LALS main office:**

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

#### **6. WRIT 151 Course administrator:**

Vivien Trott, Undergraduate administration  
Tel: 463 -5894

#### **7. Aims:**

The course aims to help you 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 you 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 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.

## 8. Objectives:

WRIT 151 aims to help you

- a solve the problems you face writing and reading in a second language
- b increase the richness and accuracy of your English when expressing complex ideas
- c develop strategies for writing and reading academic texts effectively
- d in achieving a, b, and c, develop a critical awareness of your strengths and weaknesses when writing in English
- e understand the requirements of academic essay writing in English

## 9. Content:

- Introduction to the course. Critical thinking. Understanding the essay question.
- Setting writing development goals. Planning and writing the first draft.
- Hierarchies of ideas in text.
- Integrating sources in your writing.
- Coherence and cohesion in texts.
- Understanding and using feedback.
- Selecting and notetaking from sources. Paraphrasing.
- Understanding and using graphs, tables and diagrams.
- Revising and editing your final draft.
- Writing under time constraints in tests and examinations.
- Applying principles presented on the course to reading and writing tasks in other subjects.

## 10. Texts:

### Required:

- Rountree, K. (1991). *Writing for success*. Auckland: Longman Paul. (Available from the Victoria Book Centre for \$37.95.)
- WRIT 151 Course Notes 2006. (Available from Student Notes Distribution Centre at a cost of approximately \$5.) Can also be downloaded from Blackboard.
- WRIT 151 Selected Readings. (Available from Student Notes Distribution Centre at a cost of approximately \$10.)

You should buy each of these resources before workshops begin in Week Two.

### Recommended:

(Note: All of the following books are on 3-day loan in the VUW Library.)

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.

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.

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.

You may need to buy a grammar book to refer to during the course. Ask your tutor for advice.

### **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://www.ccc..commnet.edu/>)

“The Purdue University On-Line Writing Lab (OWL)”

(<http://owl.english.purdue.edu/>)

“Sentence Sense” ([http://webster.commnet.edu/apa/apa\\_index.htm](http://webster.commnet.edu/apa/apa_index.htm))

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)

## **11. Assessment:**

WRIT 151 is an in-term assessed course. The final grade will be based on:

	<u>Length</u>	<u>%</u>	<u>Due date and time</u>
Essay 1	1000 -1200 words	20	Friday 11 August, 12 noon
Revision Task 1		15	Friday 8 September, 12 noon
Essay 2	1200 - 1500 words	30	Friday 22 September, 12 noon
Test		20	Monday 2 October 10-10.50am
Revision Task 2 + Reflection		15	Monday 16 October, 12 noon

### **The Essays**

You will be guided through a process approach to writing the essays. 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.

#### **Word limits**

You must ensure that your essays meet the word limit requirements.

#### **The Revision Tasks**

When you submit each essay, your tutor will write comments on it, and return it to you with specific suggestions for improving the essay. The Revision tasks 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. You will then submit the revised essay 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 15% of your final grade.

### **Portfolio Reflection**

You are encouraged 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 an 800-word written Reflection on what you have learned about your writing during the course. Your tutor will provide feedback on this but it will not be assessed. Please supply your tutor with a stamped self-addressed envelope, (using a \$1 stamp), so that we can return your portfolio to you at the end of the course.

### **The Test**

The test is worth 20% of the final assessment for WRIT 151. It will be held on Monday **2 October 10-10.50am** in **Kirk LT303**. It is *your responsibility* to ensure you are present at this time.

### **12. Penalties:**

You must complete essays by the deadlines. If you have strong personal reasons for needing an extension (such as illness or bereavement), you must get explicit permission before the due date from John Macalister, the course co-ordinator, to hand in work late. Work handed in late without prior permission to do so may not be eligible for assessment.

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

The skills outlined in the course objectives will be assessed in two written essays and a test. Your critical awareness will be assessed in the two revision tasks. You will also have an opportunity to reflect critically on your writing development in your portfolio reflection.

### **14. Workload:**

In line with faculty workload guidelines, you are expected to spend 12 hours per week (including 4 hours of class time) working on WRIT 151, in order to maintain satisfactory progress.

### **15. Mandatory Course Requirements (Terms):**

In order to earn the right to be assessed for a final grade in WRIT 151, you must:

- attend a minimum of 27 hours of workshops.
- complete all assessment tasks and workshop tasks.
- submit a portfolio reflection of between 700 and 900 words by 12 noon **Monday 16 October.**

### **16. Attendance:**

**You must attend a minimum of 27 hours of workshops.** This means you may only miss workshops for strong reasons such as illness or bereavement.

### **General University policies and statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

### **Student and staff conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

[www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)

The Policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct)

### **Academic grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

[www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances)

### **Academic integrity and plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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

[www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html)

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

The School's Disability Liaison Person for 2006 is Dr Dianne Bardsley, ext 5644, email [Dianne.bardsley@vuw.ac.nz](mailto:Dianne.bardsley@vuw.ac.nz).

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at:

[www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/)

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.

## WRIT 151 Lecture Outline

The following outline summarises the topics to be covered during the lecture sessions. If you inadvertently miss a lecture, you should collect a handout from the office, VZ210, following the lecture.

- 10 July Introduction to the course. Critical thinking. Understanding the essay question.
- 17 July Setting writing development goals. Planning and writing the first draft. Workshops begin
- 24 July Hierarchies of ideas in text.
- 31 July Integrating sources in your writing.
- 7 August Coherence and cohesion in texts  
*Essay 1 (20%) due by 12 noon, Friday 11 August*
- 14 August Understanding and using feedback
- Mid-trimester break 21 August to 1 September**  
*(Start work on Essay 2)*
- 4 Sept Selecting and notetaking from sources. Paraphrasing.  
*Revision task 1 (15%) due by 12 noon, Friday 8 September*
- 11 Sept Understanding and using graphs, tables and diagrams.
- 18 Sept Revising and editing your final draft.  
*Essay 2 (30%) due by 12 noon Friday 22 September*
- 25 Sept Writing under time constraints in tests and examinations.
- 2 October **TEST** (20%) in Kirk LT303, beginning at 10.00 sharp.
- 9 October Becoming an independent writer

*Portfolio reflection and revision of Essay 2 (15%) due by 12 noon Monday 16 October 2006*

The workshop programme will complement these sessions by providing opportunities for practising relevant skills and receiving feedback on them. 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.