

**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

**SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES**

**WRITING PROGRAMME  
WRIT 151 AND WRITING AS A SECOND LANGUAGE  
20 POINTS**

**TRIMESTER 2 2014**

**Important dates**

**Trimester dates:** 14 July to 16 November 2014

**Teaching dates:** 14 July to 17 October 2014

**Mid-trimester break:** 25 August to 7 September 2014

**Last assessment item due:** Friday 17<sup>th</sup> October 2014

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds). If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://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. In trimester 2 of 2014 the following workshops are offered. Some of these CRNs may be cancelled if enrolments are too low. Workshops begin in the first week of trimester.

CRN 26017 Monday 10:00-11:50 and Wednesday 10:00-10:50 OK523

CRN 26018 Monday 10:00-11:50 and Wednesday 10:00-10:50 OK524

CRN 26020 Tuesday 13:10-15:00 and Thursday 13:10-14:00 OK524

CRN 26021 Tuesday 13:10-15:00 and Thursday 13:10-14:00 OK526

CRN 26022 Monday 15:10-17:00 and Wednesday 15:10 – 16:00 OK524

CRN 26024 Monday 15:10-17:00 and Wednesday 15:10 – 16:00 OK523

**Names and contact details**

**Course co-ordinator: Jean Parkinson**

Von Zedlitz (VZ) 417

Tel: 463 5233 ext 8009

Email: [jean.parkinson@vuw.ac.nz](mailto:jean.parkinson@vuw.ac.nz)

[www.victoria.ac.nz/lals](http://www.victoria.ac.nz/lals)

Office hours: By appointment



**Course administrator: Dayna Taramai**

Location: Room 210,  
Von Zedlitz Building,  
Kelburn Pde, Kelburn Campus  
Phone: 04 463 5255  
dayna.taramai@vuw.ac.nz

**Tutors:**

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

**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**

- Introduction to the course. Critical thinking.
- 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.
- Introductions and conclusions.
- Understanding and using feedback.
- Selecting and notetaking from sources. Paraphrasing.
- Revising and editing your final draft.
- Preparing for WRIT151 test.
- Applying principles presented on the course to reading and writing tasks in other subjects.

**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.

## Workload

In line with faculty workload guidelines, you are expected to spend 200 hours across the trimester, working on WRIT151 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 in-term assessed course. The final grade will be based on:

	Learning objective	Length	%	Due date and time
Assignment 1: Essay	1, 2, 3	1000 -1200 words	20%	Friday 15 August, 12 noon
Revision Task 1	4		10%	Friday 19 Sept 12 noon
Assignment 2: Report	1, 2, 3	1000 -1200 words	20%	Friday 26 Sept, 12 noon
Test	1, 2, 3		20%	Tuesday 7 Oct 5:45-7:00pm
Assignment 3: Portfolio	4	900 - 1100 words	20%	Friday 17 Oct, 12 noon
Revision Task 2	4		10%	Friday 17 Oct, 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 each essay and your assignment, your tutor will write comments on them, and return them 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 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.

## 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.

## The Test

The test is worth 20% of the final assessment for WRIT 151. It will be held on Tuesday 7 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.

## Submission and return of work

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.

### 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 Jean Parkinson, 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.

## Materials and 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.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](http://www.skills4study.com)

## Set texts

WRIT 151 Course book.

Available from vicbooks ([www.vicbooks.co.nz](http://www.vicbooks.co.nz)) at an estimated cost of approx. \$15

## Recommended reading

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.

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.

(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.)

## 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

Student feedback on University courses may be found at

[www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)

- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://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](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)

## WRIT 151 Course Outline

The following outline summarises the topics to be covered during the workshop sessions.

Week beginning:

4 July Introduction to the course. Critical thinking. Setting writing development goals

21 July Hierarchies of ideas in text.

28 July Planning and writing the first draft.

4 August Integrating sources in your writing.

11 August Introductions.

*Essay 1 (20%) due by 12 noon, Friday, 15 August.*

18 August Coherence and cohesion in texts.

### **Break 23 August – 7 September**

8 September Understanding and using feedback

15 September Selecting and notetaking from sources. Paraphrasing.

*Revision task 1 due by 12 noon, Friday 19 September*

22 September Conclusions. Revising and editing your final draft.

*Assignment 2 (20%) due by 12 noon Friday 26 September*

29 September Writing under time constraints in tests and examinations.

6 October Portfolio guidance.

**TEST**, 7 October, beginning at 17:45 sharp.

13 October Becoming an independent writer

*Portfolio reflection (20%) due by 12 noon Friday 17 October*

*Revision of Essay 2 (10%) due by 12 noon Friday 17 October*

The workshop programme will provide 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.