



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF LINGUISTICS AND APPLIED LANGUAGE STUDIES

WRIT

WRIT 151 WRITING IN ENGLISH AS A SECOND LANGUAGE

20POINTS

TRIMESTER 1 2014

Important dates

Trimester dates: 3 March to 2 July 2014

Teaching dates: 3 March to 6 June 2014

Easter/Mid-trimester break: 18 April to 4 May 2014

Last assessment item due: 6 June, 2014

Examination/Assessment Period: 13 June to 2 July 2014

Withdrawal dates: Refer to 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.

Class times and locations

The course will be delivered through tutorials/workshops. There are no lectures.

Tutorials/Workshops: Three (3) hours per week

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**).

Workshop groups

Your workshop times will be determined by the CRN in which you have enrolled. In 2013 the following workshops are offered. Some of these CRNs may be cancelled if enrolments are too low.

CRN	Days	Time	Building [Campus]	Room
13056 (L2)	Tue	0900 - 1050	Old Kirk [Kelburn]	524
	Thu	0900 - 0950	Old Kirk [Kelburn]	524
13057 (L3)	Mon	1000 - 1150	Old Kirk [Kelburn]	524

	Wed	1000 - 1050	Old Kirk [Kelburn]	524
13058 (L4)	Mon	1510 - 1700	Murphy [Kelburn]	303
	Wed	1510 - 1600	Murphy [Kelburn]	303
13059 (L5)	Mon	1200 - 1350	Von Zedlitz [Kelburn]	103
	Wed	1200 - 1250	Von Zedlitz [Kelburn]	103
19721 (L6)	Tue	0900 - 1050	Old Kirk [Kelburn]	523
	Thu	0900 - 0950	Old Kirk [Kelburn]	523
19722 (L7)	Mon	1000 - 1150	Von Zedlitz [Kelburn]	108
	Wed	1000 - 1050	Murphy [Kelburn]	103
19723 (L8)	Mon	1510 - 1700	Old Kirk [Kelburn]	523
	Wed	1510 - 1600	Old Kirk [Kelburn]	523
19724 (L9)	Mon	1000 - 1150	Murphy [Kelburn]	108
	Wed	1000 - 1050	Murphy [Kelburn]	108
19725 (L1)	Mon	1200 - 1350	Von Zedlitz [Kelburn]	106
	Wed	1200 - 1250	Von Zedlitz [Kelburn]	106

Names and contact details

Course coordinator

Dr. Averil Coxhead

Office: von Zedlitz Building, Room VZ403
 In office: To be confirmed
 Phone: 463 5625 (direct line) Fax: 463 5604
 E-mail: averil.coxhead@vuw.ac.nz
 Post: School of Linguistics and Applied Language Studies
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 PO Box 600
 Wellington 6140



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.

Course content

Week	Week beginning	Workshop focus
1	3 March	Introduction to the course. Critical thinking. Setting writing development goals.
2	10 March	Hierarchies of ideas in text
3	17 March	Planning and writing the first draft
4	24 March	Integrating sources in your writing
5	31 March	Introductions
6	7 April	Coherence and cohesion in texts
7	14 April	Understanding and using feedback
Easter and mid-course break - Friday 18 April-2 May inclusive		
8	5 May	Selecting and note-taking from sources. Paraphrasing
9	12 May	Conclusions. Revising and editing your final draft
10	19 May	Writing under time constraints in tests and examinations
11	26 May	Portfolio guidance
12	3 June	Becoming an independent writer

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.

Course learning objectives (CLOs)

Students who pass WRIT 151 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 a critical awareness of their own strengths and weaknesses when writing in English.

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.

Teaching format

The course will be delivered through tutorials/workshops. There are no lectures. 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

WRIT 151 students must:

1. attend a minimum of 30 hours of workshops.

2. complete all assessment tasks and workshop tasks.
3. submit a portfolio reflection of 1000 words by 12 noon Friday 6 June.

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. Here is a breakdown of the time as a guide for you per week:

Hours per week	Tasks
7 hours per week (84 hours of the 200)	3 hours of class time Up to 4 hours a week reading and preparing for class
9-10 hours per week (116 hours of the 200)	Assignment preparation, writing, and revising, on average over the trimester

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

Assessment

	Assessment types	Learning objective	Length	%	Due date and time
1.	Essay 1	a, b, c	1000 -1200 words	20%	Friday 4 April, 12 noon
2.	Revision Task 1	d	N/A	10%	Friday 9 May 12 noon
3.	Essay 2	a, b, c	1000 - 1200 words	20%	Friday 16 May, 12 noon
4.	Test	a, b, c	N/A	20%	Tuesday 27 May 5:45-7:00pm
5.	Portfolio	d	1000 words	20%	Friday 6 June, 12 noon
6.	Revision Task 2	d	N/A	10%	Friday 6 June, 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 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 27 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.

Submission and return of work

The course book for WRIT 151 contains all the cover sheets you need for your essays and course work. Hand in your assignments on the second floor of the von Zedlitz Building. There is an assignment box to the left of the School of Linguistics and Applied Language Studies office for your assignments.

The course book also outlines the marking criteria but more information will be given in workshops before each piece of assessment is due.

All work will be returned to you in class, with the exception of the portfolio. 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

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 Averil Coxhead, the course co-ordinator, to hand in work late. You can email Averil at averil.coxhead@vuw.ac.nz.

Work handed in late without prior permission to do so may not be eligible for assessment.

Materials and equipment and/or additional expenses

None.

Practicum/placement/field trip/internship arrangements

None.

Set texts

Required:

WRIT 151 Coursebook. (Available from vicbooks at an estimated cost of approx. \$15)

You should buy this resource from Vic Books before workshops begin.

Recommended reading

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.

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.

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

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

Enhancements made to this course, based on the feedback of previous students, will be covered during the course.

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/resources/subjectcontacts.html>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- VUWSA: www.vuwsa.org.nz