

School of Cultures, Languages & Linguistics

ENGWRIT101/94F: English Writing for Academic Purposes

Course Outline Semester Two, 2018

Teaching staff

Neil Matheson

nj.matheson@auckland.ac.nz

Rm 321 Arts 2. Office hour: Thurs 10-11am (email for other times)

tel 923 6727

Class times & location

Lectures:	Monday	1-2pm Old Choral Hall G53 (104-G53)
	Thursday	1-2pm Old Choral Hall G54 (104-G54)
Tutorials:	Thursday	2-3pm Commerce A G16 (114-G16)
		3-4pm Commerce A G15 (114-G15)

Course Aims

English Writing 101/94F helps you produce well-written and well-structured assignments, which address the question being asked in an appropriate way. The course focuses on the process of essay writing, and looks at the types of writing students are asked to produce in undergraduate assignments across different subjects and genres (e.g. definition, comparison, critical analysis, argument, literature review, case study, report).

This is a content course with a strong skills-based component built into the tutorials. You must attend one tutorial per week as much of the writing practice is done in tutorials. 15% of the final grade is based on tutorial tasks (see Schedule on p. 3 for details).

ENGWRIT101 can be used to fulfil the Academic English Language Requirement (AELR), and is also a first year course for a major in TESOL.

To be successful in this course, you need to be fluent in spoken and written English. This is **NOT** a course in English as a Second Language and the course does not focus on vocabulary and grammatical structures that students with English as an additional language require. If this is your background, consider taking one of the credit-bearing Academic English Studies courses instead:

<http://www.arts.auckland.ac.nz/uoa> > Subjects & Courses > Academic English Studies

Course Content

Part one covers writing skills essential to all types of academic writing - paragraph writing, the revision process and peer review, academic expression and style, generating and organizing ideas, introductions & conclusions, using summaries, quotes and paraphrases, avoiding plagiarism, and bibliographies.

Part two focuses on types of essays required at university. You will learn how to vary your writing so that you can produce various types of text in a range of genres. We focus on arguments, several types of description (summary, critique, comparison and contrast, classification, definition and exemplification), narratives (common in case studies, field and lab reports, reflective writing and other areas) and writing for research (literature reviews, case studies, reports and writing for tables). We also consider exam writing.

Learning Format

LECTURES

Course content is provided in lectures, so attendance is vital. The free English Writing coursebook will help you take good notes in the lectures. Recordings of lectures may be available, depending on recording equipment working. As only half the visual content of a lecture can be recorded (e.g., explanations of sample texts do not get recorded) recordings should be used only for illness or emergencies.

Lectures draw on example texts from a corpus of 550 A grade assignments from 43 subjects taught at this university. These sample texts are referred to extensively and lectures will be easier to follow if you read the lecture outlines and sample texts in the coursebook beforehand. AWA: Academic Writing at Auckland is also based on these texts: www.awa.auckland.ac.nz

TUTORIALS

Tutorials contain the practical component of the course. Writing is like any other skill – it takes practice to improve. This course requires you to practise writing at home, online and in tutorials. **15% of the final grade is based on tutorial work, including tasks completed before and during tutorial. Tutorials start in Week 1.**

AROPA ONLINE

The course uses Aropa, an online tool, to provide peer review practice and assignment peer review work. **10% of the final grade is based on Aropa peer review practice tasks** (see pp 8-9 for details).

Learning Outcomes for Tasks

	Asst 1	Asst 2	Asst 3	Aropa Tasks	Tutorial Tasks
1. Write more easily and in a more organised way	✓	✓	✓	✓	✓
2. Improve peer review, revising and editing skills	✓	✓	✓	✓	✓
3. Compose good introductions and conclusions		✓	✓	✓	✓
4. Employ sources in an appropriate way		✓	✓	✓	✓
5. Write a variety of text types		✓	✓	✓	✓
6. Use library resources more effectively			✓		✓
7. Recognise differences in writing between subjects					✓

Schedule

Lecture Date	Lecture Topic	Task
Week 1 July 16 & 19	Introduction How to write a good paragraph	Tutorial: Topic sentences
Week 2 July 23 & 26	Rewriting: revise, edit, proofread Peer review	Tutorial task: Rewriting
Week 3 July 30 & Aug 2	Expression and style Generating ideas	Aropa Practice Tasks 1 & 2 due Monday July 30, 11:55pm Tutorial preparation task: Write & print a draft of Asst 1 Tutorial task: Assignment 1 peer review
Week 4 August 6 & 9	Outlines, Organising techniques Essay Introductions & Conclusions	Assignment 1 due on Canvas Monday August 6, 11:55pm Tutorial preparation task: Essay outline Tutorial task: Essay Introduction & conclusion
Week 5 August 13 & 16	Summaries Quote, paraphrase & citation	Aropa Practice Tasks 3 & 4 due Monday August 13, 11:55pm Tutorial task: Summary
Week 6 August 20 & 23	Plagiarism Bibliographies	Assignment 2 Draft due on Aropa, Monday August 20, 11:55pm Complete peer reviews on Aropa, Wed Aug 22, 11:55pm Final draft due on Canvas, Friday Aug 24, 11:55pm Tutorial task: Mini-essay
MID-SEMESTER BREAK		
Week 7 Sept 10 & 13	Argument Definition & classification	Tutorial task: Library research skills for Asst 3 Location: TBA
Week 8 Sept 17 & 20	Comparison & contrast Critiques	Aropa Practice Tasks 5 & 6 due Monday Sept 17, 11:55pm Tutorial preparation task: Argument notes Tutorial task: Counter-argument & refutation
Week 9 Sept 24 & 27	Literature Reviews Narratives	Aropa Practice Tasks 7 & 8 due Monday Sept 24, 11:55pm Tutorial preparation task: Critique notes Tutorial task: Critique
Week 10 October 1 & 4	Case Studies Report Writing	Assignment 3 Draft due on Aropa, Monday Oct 1, 11:55pm Complete peer reviews on Aropa, Wed Oct 3, 11:55pm Final draft due on Canvas, Friday Oct 5, 11:55pm Tutorial task: Narratives
Week 11 October 8 & 11	Tables & Graphs Writing for exams	Tutorial preparation task: Comparison notes Tutorial task: Comparison
Week 12 October 15 & 18	Oct 15 - Revision Oct 18 – No lecture	Aropa Practice Tasks 9 & 10 due Monday Oct 15, 11:55pm Tutorial task: Writing for tables
Oct 23 – Nov 12	Exams	

Required Course book

English Writing 101 Course book

Available free from Arts Assignment Centre, Level 4, Social Sciences Building (HSB). Bring your ID card

Recommended Reading

A writing textbook. Choose a recent edition of **one** of the following books:

Faigley & Carey. 2017. *The Little Pearson Handbook*. 4th edition. Pearson. **OR**

Kirsznner & Mandell. 2016. *Pocket Cengage Handbook*. 8th edition. Cengage. **OR**

Glenn & Gray. 2017. *Hodges Harbrace Handbook*. 19th edition. Heinle College

Assessment

Coursework 70%

Final Exam 30%

The final examination is 3 hours long and is compulsory. Information about exam structure and content is provided during the course. If you are unable to complete the final examination or other assessment because of unforeseeable circumstances (e.g., sudden, serious illness), you may be eligible to apply for an aegrotat or compassionate consideration. For more information, see

<http://www.auckland.ac.nz/uoa/for/currentstudents/academiclife/aegrotatinfo.cfm>,

Coursework Details	%		Due Dates
			All online submissions due 11:55pm
Assignment 1 Paragraph	5%	125-150 words	Draft before Week 3 tuts Peer review Tutorials Aug 2 Final draft Mon Aug 6
Assignment 2 Summary	15%	500 words	Draft Mon Aug 20 Peer reviews Wed Aug 22 Final draft Fri Aug 24
Assignment 3 Argument Essay	25%	850 words	Draft Mon Oct 1 Peer reviews Wed Oct 3 Final draft Fri Oct 5
Aropa Revision Practice Tasks	10%	200-300 per text	Monday 11:55pm Weeks 3, 5, 8, 9, 12
Tutorial preparation tasks	5%	200-300	Complete before tuts Weeks 3, 4, 8, 9, 11
Tutorial tasks	10%	various	Complete in tutorial - see p. 3 Schedule & Canvas for details

Peer Review for Assignments

Assignments must be peer reviewed by other students in this course. Peer reviews for Asst 2 & 3 are completed online using Aropa. (See also Using Aropa p. 8).

A 5% bonus is given for completing the peer review process and a 10% penalty given if you don't.

As you may experience internet access issues, plan ahead and do not leave submission of assignment drafts, peer reviews and final draft to the last moment. **No extensions can be given for drafts & peer reviews** as Aropa automatically allocates peer reviews and all students are working to the same timetable.

Workload

As with other university courses, the workload in ENGWRIT101/94F is designed to be an average of 10 hours work per week (including lectures and tutorial) in a regular semester, and twice this in summer semester.

Assignment Submissions, Extensions and Penalties

ASSIGNMENT SUBMISSION

Final drafts of assignments are submitted on Canvas. Use a spellchecker before submission, write in a clear, 12 point font, and use 1.5 or double spacing between lines to make it easier for the marker to read and to leave comments, even for online submissions. Tutorial tasks: Asst 1 draft should be typed and printed, so your peer reviewer can write on it. Other tutorial tasks can be hand-written, but must be legible.

Deadlines for coursework are generally not negotiable. **Work submitted after 11:55pm on the due date** and without an extension is overdue and penalties apply.

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TUTORIAL TASKS

Worth 15%: 10% for tasks completed in tutorial, 5% for preparation tasks submitted at beginning of tutorial. See Schedule on p. 3 of this Course Outline and Canvas for details.

PENALTIES

Marks are reduced by 5 % of total possible assignment marks per day, up to 5 days (e.g. for an assignment marked out of 20, deduct 1 mark per day up to a total of 5 marks). Assignments submitted more than five days late will not be marked; nor will assignments be marked if submitted after the assignment has been marked and returned.

Unmarked assignments will be retained until the end of the semester, and in cases where the final grade for the student is borderline (D+), the marker may choose to award a minimal completion mark. For this reason, it is better to submit an assignment late than not at all.

EXTENSIONS

In serious circumstances beyond your control, you may request an extension from the course coordinator. "Serious circumstances" includes sudden illness and family bereavements but does not mean time management difficulties, relatives visiting from overseas, computer breakdowns, etc. Requests for extensions should...

- be made by email at least 2-3 days BEFORE the due date for the assignment
- provide an explanation of the circumstances
- be supported by a satisfactory medical certificate or other documentation

Only ONE extension can be granted to a student per assignment.

Only in extreme circumstances will late requests for extensions be considered.

PLAGIARISM

Please be aware of University regulations regarding plagiarism:

'The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.'

The penalties for plagiarism are severe and can range from gaining no marks for the assignment to disciplinary action under the terms of the Examination Regulations. For further information and advice on

University regulations and how to reference appropriately: <https://www.auckland.ac.nz/en/about/teaching-learning/academic-integrity/tl-about-academic-integrity.html>

This webpage provides links and information about various aspects of academic integrity: sources of information and advice (e.g. Referen@ite) as well as University regulations (the Student Academic Conduct Statute). All students entering the University are required to complete the **Academic Integrity Module**: www.academicintegrity.auckland.ac.nz

Assignment Details

ASSIGNMENT 1 (5%)

Topic: Write a paragraph explaining the qualities of a good paragraph. (125-150 words)

Base your paragraph on your understanding gained from the relevant lecture and your own knowledge. Don't use other sources for this assignment, don't use wording from the textbook or lecture power point and don't exceed the word limit.

Peer review of Assignment 1: Tutorials Aug 2. Bring a typed draft paragraph to your tutorial.

Final Draft due on Canvas: Monday August 6, 11:55pm

ASSESSMENT GUIDELINES

For this assignment, you will be given an overall grade based on the tutor's assessment of the success of the paragraph. Consider **the points raised in the peer review**, and these questions to write a successful paragraph:

Is your paragraph on topic, well organised and well explained?

Does your paragraph explain the topic in an interesting and original way?

Does the paragraph use an effective, well-positioned topic sentence?

Have you cut any repetitive or unnecessary ideas?

Have you organised ideas in a logical way?

Are there smooth transitions between ideas?

Is expression and style appropriate and clear?

Does your paragraph end or round off well?

Are your sentences grammatically correct, well punctuated, with NO errors?

Have you formatted the text correctly (font size, spacing, word count)?

ASSIGNMENT 2 (15%)

Topic: Write a 500 word (+/-10%) summary of the book extract: pp. 55-64 of 'Fool's Paradise'.

Fool's Paradise is part of Chapter 3 of a book titled *A Short History of Progress*, written by Ronald Wright. This book was published in 2004 by Text Publishing, in Melbourne, Australia.

The text will be available in hard copy in Week 4 lecture and on Canvas.

In-text referencing and a reference list indicating the summarised article are necessary for this assignment. You may use any referencing style, but indicate which style you are using at the top of the reference list.

Submit draft to Aropa:

Monday August 20, 11:55pm

Complete 2 peer reviews on Aropa:

Wednesday August 22, 11:55pm

Final Draft due on Canvas:

Friday August 24, 11:55pm

ASSESSMENT GUIDELINES

1. Summary is within word limits, covers all main points, is objective and presents the original text's views.
2. There is no plagiarism, and the original source is correctly acknowledged using in-text referencing and a reference list listing the summarised text. Indicate the referencing style used.
3. The main idea is provided early in the summary, and **paragraphs** with topic sentences are used.
4. The summary is well written, maintaining the interest of the original. Expression and style is appropriate.
5. Sentences, spelling, punctuation and formatting (see p. 5) are correct. A word count has been included.
6. The peer review process has been followed appropriately. Bonus points are provided for successful completion; points are reduced if the process is not completed.

ASSIGNMENT 3 (25%)

Topic: Select one of the following topics and write a 900 word (+/- 10%) argument essay supporting your position on the topic and refuting opposing arguments:

Would New Zealand benefit if companies introduced a 50% quota for women in senior management positions?

Should New Zealand give up on the 'smoke-free 2025' goals?

Should teaching te reo Maori take precedence over teaching foreign languages in New Zealand schools?

Special requirements:

1. Define any terms you are using.
2. Include at least 1 quotation, 2 paraphrases, and 1 summary. Write Q, P, and S next to them for clear identification. Each must come from a different source and be properly referenced in APA or MLA style. Don't let sources dominate your essay.
3. Expression and style should be academic, even if your sources are not, and your arguments should be well grounded, even if you think your sources are not.
4. Your assignment must include a correctly presented bibliography of at least 5 sources, using a variety of types of sources (ex. academic journal, government report, non-governmental organisation website, hard copy book). Do not, for example, use only internet based newspapers. **Indicate which referencing style (eg. APA, MLA...) you are using at the top of the reference list.**
5. Use the peer review process on Aropa. Bonus points are provided for successful completion; points are reduced if the process is not completed.

Follow the schedule below:

Submit draft Assignment 3 to Aropä:

Monday, October 1, 11:55pm

Complete 2 peer reviews on Aropä:

Wednesday, October 3, 11:55pm

Final Draft due on Canvas:

Friday, October 5, 11:55pm

Provide a word count.

ASSESSMENT GUIDELINES

1. CONTENT

Good understanding of subject, main issues effectively explained
Clear position on topic established in Introduction, purpose of essay clear to reader
Definitions included where necessary
Strong, well-structured arguments; main ideas well supported with evidence, examples etc.
Writer shows awareness of other positions (counter-arguments)
Counter-arguments effectively refuted

2. ORGANISATION

Effective introduction: contextual information, thesis statement, preview of essay Body
Paragraphs well ordered & topic sentences used effectively
Transitions and links well managed. **Signals indicating arguments, counters and refutations clear**
Clearly stated, relevant, concise conclusion
No unnecessary repetition or irrelevant information

3. STYLE

Clear, concise expression; tone appropriate for academic writing
Writer appears interested in and committed to topic, with a strong “voice”
Sources do not dominate the essay

4. MECHANICS

Spelling, punctuation, word use correct. A spell checker has been used before submission.
At least 4 sources effectively incorporated into essay as summary, paraphrase, quote, and labelled
In-text citations and bibliography entries correct

5. PROCESS & PRESENTATION

Peer review process followed: draft submitted, peer reviews completed appropriately & on time
Final draft submitted on time, formatted correctly (see p. 5) and word count indicated.

Using Aropä

We use Aropä for online peer review practice tasks, and also for Assignment 2 & 3 peer review.

Research shows that better writers revise more, and that revising skill improves with practice. The peer review practice tasks on Aropä will help you revise and improve your own writing and help you review others' writing.

Problems using Aropä?

Log in problems are usually caused by password errors or your computer blocking the site.

If you are experiencing problems accessing Aropä, try these things:

Use a university computer

Try an older password or the alternative class password: engwrit

Make sure CAPS are off and you are spelling 'engwrit' correctly!

If none of these work, contact Neil: nj.matheson@auckland.ac.nz

PEER REVIEW PRACTICE TASKS ON AROPA

Peer review 10 short texts, worth 1% each. These texts were written by students in previous semesters:

Tasks 1 & 2: Review 2 paragraphs, due Monday July 30

Tasks 3 & 4: Review 2 Introduction, Body outline, Conclusion texts, due Monday Aug 13

Tasks 5 & 6: Review 2 mini-essays, due Monday Sept 17

Tasks 7 & 8: Review 2 arguments, due Monday Sept 24

Tasks 9 & 10: Review 2 narratives, due Monday Oct 15

How long will it take?

A careful review of one text will take 30 minutes or more. Follow the steps below carefully so your work can be recorded for a grade.

Steps

1. Go to: <https://aropa.auckland.ac.nz> & log in with your university username (ex. jsmi001) & password. Use the alternative password 'engwrit' if your own one doesn't work.

2. Select the appropriate task ex 'Practice Peer Review 1: Paragraph' and **View Submission**.

Download and **Open** the file. Click **Return** and **Write your review**.

Refresh your browser if necessary - some computers hold on to previous versions of pages.

3. Read the text several times (and any question the text is answering so you understand clearly what the text is trying to do) and then **write comments which would help the text writer improve their text**.

Consider both revision level matters (content & organisation) as well as editing level issues (expression, sentence structure & vocabulary).

Note: It is safer to write your comments in a Word document and paste into the comments box to protect against browser crashes etc. Insufficient comments or comments inappropriate for text content will receive reduced or 0 points from Tasks 3 & 4 onwards.

4. As well as comments, provide **Overall Ratings** for content and expression, using the 1 to 4 scale.

5. **Save** your comments, then **Return** > **Lock your review** > **Go ahead and lock my review**.

6. Now choose **Read reviews written by others**. This allows you to compare your own comments and ratings for the text with those made by course tutors and previous students who received good grades in the course. Getting these other perspectives on writing you have already reviewed is a valuable way to improve your own revising skills.

Important: Keep the original text open in another window to view it as you read others' comments. Doing this helps make sense of the comments. If you have already closed the text, click on **View** to see it again.

ASSIGNMENT 2 & 3 PEER REVIEW ON AROPA

Peer review for Assignment 2 and 3 also uses Aropä. Submit your draft assignment to Aropä according to the schedule. Peer review TWO other students' drafts, and use the reviews you receive to improve your own assignment. Follow the steps below to ensure you do not lose any marks. See pp. 3 & 4 for schedule.

Steps:

1. Select the appropriate assignment from your Aropä homepage ex Assignment 2.

2. **Upload your draft** by pasting your draft into the box. **Check** this using "Click here to view the document you submitted for this assignment".

Note: If you don't submit a draft correctly, you can't take part in the peer review process, you won't receive feedback on your draft, and you'll lose points on your assignment.

3. After the draft submission deadline, review the 2 drafts under **Your Reviewing Allocations**. It will be easier to write in Word and paste your comments into the boxes.

Note: Marks will be reduced for comments which are too brief or unclear.

4. **Save** or **Submit** your reviews following the appropriate prompt(s). **There is no “lock your reviews” step for assignment reviews.**

5. Once the deadline for peer review has passed, you can receive the peer reviews for your own draft under **Feedback on your submission**.

More Information and Help

1. Extra course information (sample answers, useful links etc) will be placed on Canvas. Check your university email as well for course announcements.
2. See AWA: Academic Writing at Auckland <https://awa.auckland.ac.nz> for examples of proficient student writing. Many examples have comments on them to highlight the strengths of the writing.
3. Check the University library <http://www.library.auckland.ac.nz/> for helpful information on researching skills, including searches and information on referencing.
4. Student Learning Services offers courses and one on one assistance with essay writing and research skills. <http://www.library.auckland.ac.nz/student-learning/>
5. English Language Enrichment, across from the bookshop in Kate Edgar Building, also provides free programs for improving skills in writing in English: <http://www.library.auckland.ac.nz/ele/>
6. The Tuakana programme offers assistance for Maori and Pacific students. Nicole Wright is Tuakana for English Writing 101: nwri118@aucklanduni.ac.nz
7. First Year Experience supports students in ENGWRIT101/94F through a peer mentoring process.
8. If you have an impairment, please feel free to discuss with Neil any requirements regarding delivery of course content or assessments.
9. If you set up a class Facebook page or a similar page on other social media, please note the following information in The University of Auckland Information and Communications Technology (ICT) Statute 2007:
“ICT used at or for University activities cannot be used to store, display or communicate files containing any text or image that is deceptive or misleading; is abusive or defamatory; or contravenes a person’s privacy... or that reproduces all or part of any work in breach of the Copyright Act 1994”. Failure to comply with the terms of this warning may result in disciplinary action by the University.”

It also refers students to another relevant University statute. It can be found at:

<https://policies.auckland.ac.nz/student-undergraduate.aspx>

Complaints

For complaint procedures: University Homepage » Current students » Academic information » [Regulations, policies and guidelines](#) >> Academic disputes and complaints

*Good luck in English Writing 101/94F. Any questions unanswered by
the information in this Course Outline, please email me –
Neil: nj.matheson@auckland.ac.nz*