

School of Cultures, Languages & Linguistics
Te Pokapū Ahurea, Reo, Wete Reo, Rerekē

ENGWRIT101/94F: English Writing for Academic Purposes

Course Outline Summer Semester, 2019

Teaching Staff

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Rm 321, Cultures, Languages & Linguistics Bldg (Arts 2)

Office hour: Tuesday 9-10am; email for other times

Class times & location

Lectures: Monday & Tuesday 10-12 Humanities Bldg (Arts 1), Rm 209 (206-209)

Tutorial: Thursday 10-12 Social Sciences North Bldg (HSB), Rm 211 (201N-211)

Check SSO for rooms as these can change. Tutorials start in Week 1.

Course Aims

English Writing 101 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, so we require you to attend at least 70% of tutorials. English Writing 101 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 the 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:

University of Auckland > Faculty of Arts > Subjects & Courses > Academic English Studies

Learning Format

LECTURES

Content for this paper is provided in lectures, so attendance is vital. The English Writing course book will help you take good notes in the lectures. Lectures draw on sample writing from AWA (Academic Writing at Auckland), a collection of 400 A grade assignments from 30 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 course book beforehand.

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. **You must attend at least 70% of tutorials to pass this course. If you do not do this, you will receive a DNC (Did Not Complete) grade.** 10% of the grade is also assigned for preparation tasks completed before tutorials. 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).

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 writing 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 and report methodology sections, for example) and writing for research (literature reviews, case studies, reports and writing to describe visuals). We also consider exam writing.

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

Date	Lecture/Tutorial Topic	Assessment Task
Mon Jan 7 Lecture	Paragraphs Revising, editing, proofreading	
Tues Jan 8 Lecture	Peer review Expression & style	
Thurs Jan 10 Tutorial	Topic sentences Peer review for Asst 1	Tutorial preparation task due in tutorial Thurs 10 th Asst 1 due on Canvas Fri 11 th 5%
Mon Jan 14 Lecture	Generating ideas Outlines	Aropa Practice Tasks 1 & 2 due Mon 14 th
Tues Jan 15 Lecture	Essay Intro, Body & Conclusion Summaries	
Thurs Jan 17 Tutorial	Rewriting Introductions & Conclusions	Tutorial preparation task due in tutorial Thurs 17 th Aropa Practice Tasks 3 & 4 due Sun 20 th
Mon Jan 21 Lecture	Quoting & paraphrasing Plagiarism	Asst 2 Draft due on Aropa Mon 21 nd
Tues Jan 22 Lecture	Referencing Arguments	 Asst 2 Peer reviews due on Aropa Wed 23 th
Thurs Jan 24 Tutorial	Summarising Library tutorial for Asst 3	 Asst 2 Final Draft due on Canvas Fri 25 th 15%
Mon Jan 28 Auckland Anniversary Holiday		
Tues Jan 29 Lecture	Definition & classification Comparison & contrast	Aropa Practice Tasks 5 & 6 due Tues 29 th
Thurs Jan 31 Tutorial	Mini-essay Counter-argument & refutation	Tutorial preparation task due in tutorial Thurs 31 st
Mon Feb 4 Lecture	Critiques Literature reviews	
Tues Feb 5 Lecture	Narratives Case Studies	
Thurs Feb 7 Tutorial	Critique Narrative	Tutorial preparation task due in tutorial Thurs 7 th Aropa Practice Tasks 7 & 8 due Thurs 7 th
Mon Feb 11 Lecture	Reports Tables & Illustrations	Asst 3 Draft due on Aropa Monday 11 th
Tues Feb 12 Lecture	Writing for exams	 Asst 3 peer reviews due Wed 13 th
Thurs Feb 14 Tutorial	Compare & contrast Writing for tables	Tutorial preparation task due in tutorial Thurs 14 th Asst 3 final draft due Fri 15 th 30%
Feb 18-20	Summer School Exam Period	

Required Text

English Writing 101 Coursebook. This can be purchased from UBS. The coursebook is used in every lecture and tutorial.

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	%	word count	Due Date All online submissions due 11:55pm	
Assignment 1 Paragraph	5%	125-150	Draft Peer reviews Final draft	due in tutorial Thurs 10 Jan in tutorial Thurs 10 Jan due on Canvas Friday 11 Jan
Assignment 2 Summary	15%	500	Draft Peer Reviews Final draft	due on Aropa Mon 21 Jan complete on Aropa Wed 23 Jan due on Canvas Fri 25 Jan
Assignment 3 Argument	30%	900	Draft Peer Reviews Final Draft:	due on Aropa Mon 11 Feb complete on Aropa Wed 13 Feb due on Canvas Fri 15 Feb
Aropa Practice Review Tasks	10% (4 x 2.5%)	200-300 per text	Mon Jan 14; Sun 20; Tues 29; Thurs Feb 7 See Schedule p. 3 & Canvas for details	
Tutorial Tasks	10% (5 x 2%)	300	Due at start of tutorial See Schedule p. 3 & Canvas for details	

See Canvas for Assignment topics and assessment guidelines.

Peer Review for Assignments

Assignments must be peer reviewed by other students in this course. Assignment 1 peer review is done in tutorial and Assignment 2 & 3 peer reviews are completed online using Aropa. (See 'Using Aropa' p. 8).

You get bonus marks for completing this peer review process and a reduced grade 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, Penalties and Extensions

ASSIGNMENT SUBMISSION

Submit your final draft of assignments to Canvas. Spellcheck before submission, use a clear, 12 point font, and 1.5 spacing between lines to make it easier for the marker to read and leave online comments. comments. 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.

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), and Turnitin. 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 relationship between expression and style in academic writing.

(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.

Draft due at start of tutorial:	Thursday Jan 10
Complete peer review in tutorial:	Thursday Jan 10
Final Draft due on Canvas:	Friday Jan 11, 11:55pm

Writing and receiving peer reviews on your writing is an important part of this course. Failure to complete peer review results in **loss of marks**.

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%

Write a 500 word (+/-10%) summary of the article: "Are you what you have?"

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.

Note: The article "Are you what you have?" is taken from The Psychologist, April 2004, Volume 17, No 14. The publisher is the British Psychological Association, London, UK.

Submit draft to Aropa:	Monday Jan 21, 11:55pm
Complete 2 peer reviews on Aropa:	Wednesday Jan 23, 11:55pm
Final Draft due on Canvas:	Friday Jan 25, 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 one-item reference list, with referencing style indicated.
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 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.
7. The assignment is formatted correctly and a word count provided.

ASSIGNMENT 3 30%

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 a new statutory holiday be created to commemorate the New Zealand Land Wars?

Should all recreational drugs be legalised in New Zealand?

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 should come from a different source and be properly referenced. Don't let sources dominate your essay.
3. Label supporting arguments, counter-arguments and refutations. Label these as Arg 1, Arg 2, C-Arg 1, Ref 1 etc. for clear identification.
4. 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.
5. Your assignment must include a correctly presented bibliography of at least 5 sources, using a variety of types of sources (eg. academic journal, government report, non-governmental organisation website, hard copy book). Do not, for example, use only internet-based newspapers.

At the top of your reference list, indicate which referencing style you are using.

6. Follow the peer review process on Aropa. Bonus points are provided for successful completion; points are reduced if the process is not completed.

Submit draft Assignment 3 to Aropa:

Monday, February 11, 11:55pm

Complete 2 peer reviews on Aropa:

Wednesday, February 13, 11:55pm

Final Draft due on Canvas:

Friday, February 15, 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 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 - strong writer "voice"
Sources do not dominate 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
Arguments, counter-arguments & refutations labelled with Arg 1, C-Arg 1, Ref 1 etc.

5. PROCESS & PRESENTATION

Peer review process followed: draft submitted, peer reviews completed appropriately & on time
Final draft formatted correctly, with 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 mistakes in passwords 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

Practice peer review 8 short texts, worth 1.25% each. These texts were written by **previous** English Writing students.

Schedule

Tasks 1 & 2: Practice peer review of 2 Paragraphs due Mon Jan 14

Tasks 3 & 4: Practice peer review of 2 Intro, Body outline, Concl texts due Sun Jan 20

Tasks 5 & 6: Practice peer review of 2 Arguments due Tues Jan 29

Tasks 7 & 8: Practice peer review of 2 Critiques due Thurs Feb 7

How long will it take?

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

Steps

1. Go to <https://aropa.auckland.ac.nz> & log in using your university log in. Use the alternative password 'engwrit' if yours doesn't work.

2. Select the task eg. 'Practice Peer Review 1: Paragraph 1' and **View Submission**.
Download and **Open** the file. Click **Return** and **Write your review**.

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

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 PEER REVIEW ON AROPA

Peer review for Assignment 2 and 3 also uses Aropa. Submit your draft assignment to Aropa 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 the Aropa 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 may be easier to write in Word and paste your comments into the boxes. **Note:** Marks are 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. Use AWA: Academic Writing at Auckland <https://awa.auckland.ac.nz> for examples of proficient student 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, Rm 324 in Kate Edgar Building, also provides free programs for improving skills in writing in English: <http://www.library.auckland.ac.nz/eel/>
6. The Tuakana programme offers assistance for Maori and Pacific students.
7. If you have an impairment, please feel free to discuss with Neil any requirements regarding delivery of course content or assessments.
8. 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.”
The Statute refers students to the relevant University Disciplinary Statute and the penalties that may apply. 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*