The University of Auckland Logo

School of Cultures, Languages & Linguistics

Te Pokapū Ahurea, Reo, Wete Reo, Rerekē

**ENGWRIT101: English Writing for Academic Purposes**

**TFCEWRIT94F: Foundation English Writing**

Course Outline Summer Semester, 2021

**Teaching Staff**

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

Office hour: Tuesday 1-2pm; email for other times

Kimberley Rothville k.rothville@auckland.ac.nz Office hour: Tuesday 1-2pm

Rm 313B, Cultures, Languages & Linguistics Bldg (Arts 2)

**Class times & location**

Lectures: Monday 10-12 : 206-220 (Humanities Bldg, Room 220)

Tuesday 10-12 : 421W-201 (Architecture - West, Room 201)

Tutorial: Thursday 10-12, 12-2 Science Maths Physics Building, Room B07 (303-B07)

Check SSO for rooms as these can change. Classes start Thursday January 7th

**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 an ESL (English as a Second Language) course** as we do not focus on the vocabulary and grammatical structures that students with English as an additional language require. If English is not your first language, 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. **Lectures start Thursday January 7.**

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 Thursday January 7.**

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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Write more easily and in a more organised way | Asst 1 | Asst 2 | Asst 3 | Aropa  Tasks | Tutorial  Tasks |
| ✓ | ✓ | ✓ | ✓ | ✓ |
| 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** |
| Thurs Jan 7  Lecture  & Tutorial | Paragraphs  Topic sentences | Aropa Practice Tasks 1 & 2 due Sun 10th |
| Mon Jan 11  Lecture | Revising, editing, proofreading  Peer review |  |
| Tues Jan 12  Lecture | Expression & style  Generating & organising ideas |  |
| Thurs Jan 14  Tutorial | Rewriting  Peer review for Asst 1 | Tutorial prep task (Asst 1 draft) due in tutorial Thurs 14th  **Asst 1 final draft due on Canvas Friday 15th  5%** |
| Mon Jan 18  Lecture | Essay Intro, Body & Conclusion  Summaries | Aropa Practice Tasks 3 & 4 due Mon 18th |
| Tues Jan 19  Lecture | Quoting & paraphrasing  Plagiarism |  |
| Thurs Jan 21  Tutorial | Introductions & Conclusions  Summaries | Tutorial prep task due in tutorial Thurs 21st  **Asst 2 First Draft due on Aropa Friday 22nd** |
| Mon Jan 25  Lecture | Referencing  Arguments | **Asst 2 Peer reviews due on Aropa Monday 25th** |
| Tues Jan 26  Lecture | Definition & classification  Comparison & contrast | **Asst 2 Final Draft due on Canvas Wednesday 27th 15%** |
| Thurs Jan 28  Tutorial | Mini-essay  Library tutorial for Asst 3 | Aropa Practice Tasks 5 & 6 due Sun 31st |
| **Mon Feb 1 Auckland Anniversary Holiday**  Literature Reviews & Narratives online lectures | | |
| Tues Feb 2  Lecture | Critiques  Reports |  |
| Thurs Feb 4  Tutorial | Arguments  Critiques | TWO Tutorial prep tasks due in tutorial Thurs 4th  Aropa Practice Tasks 7 & 8 due Fri 5th |
| **Mon Feb 8 Waitangi Day Holiday**  Case Studies online lecture  **Asst 3 First Draft due on Aropa Monday 8th** | | |
| Tues Feb 9  Lecture | Tables & Illustrations  Writing for exams | **Asst 3 peer reviews due Wednesday 10th** |
| Thurs Feb 11  Tutorial | Compare & contrast  Writing for tables | Tutorial prep task due in tutorial Thurs 11th  **Asst 3 Final Draft due Friday 12th 30%** |
| Mon 15 -  Wed 17 Feb | **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**

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

Read, S. H. 2018. Academic Writing Skills for International Students. Red Globe Press.

**Assessment**

Coursework 70%

Final Exam 30%

The final exam is 3 hours **long and is compulsory. If you do not sit the exam, you will receive DNS (Did Not Sit) for the course**. 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 due in tutorial Thurs 14 Jan

Peer reviews in tutorial Thurs 14 Jan

Final draft due on Canvas Fri 15 Jan

Assignment 2 Summary 15% 500 Draft due on Aropa Fri 22 Jan

Peer reviews complete on Aropa Mon 25 Jan

Final draft due on Canvas Wed 27 Jan

Assignment 3 Argument 30% 900 Draft due on Aropa Mon 8 Feb

Peer reviews complete on Aropa Wed 10 Feb

Final Draft: due on Canvas Fri 12 Feb

Aropa Practice Review Tasks 10% (4 x 2.5%) 200-300 per text Sun Jan 10; Mon 18; Sun 31; Fri Feb 5

See Schedule p. 3 & Canvas for details

Tutorial Tasks 10% (5 x 2%) 300 Due on Canvas/in tut 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 is peer reviewed in tutorial and Assignment 2 & 3 peer reviews are completed online using Aropa. (See ‘Using Aropa’ p. 8).

**You get 5% bonus for completing the peer review process and -10% penalty 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**

Course workload is designed to be an average of **20 hours work per week** (including lectures and tutorial)  **in summer semester.**

**Assignment Submissions, Penalties and Extensions**

ASSIGNMENT SUBMISSION

Submit your **final draft** of assignments on Canvas. Go to the relevant assignment page, scroll to the bottom and click on the “**Load Assignment… in a new window**” button”. Submit your assignment in that new window.

Revise, edit and proofread your assignment before submission. **Use a clear, 12 point font, and 1.5 or double spacing between lines** to make it easier for the marker to read and leave online comments. Tutorial preparation tasks can be hand-written, but must be legible.

Deadlines for coursework are generally not negotiable. Work submitted after 11:55pm on the due dateand without an extensionis 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 circumstancesbeyond 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](http://www.academicintegrity.auckland.ac.nz)

**Assignment Details**

**ASSIGNMENT 1 (5%)**

**Topic: Write a paragraph describing the benefits of one idea generation technique.**

**(150 words +/- 10%)**

**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 14

**Complete peer review in tutorial:** Thursday Jan 14

**Final Draft due on Canvas:**  Friday Jan 15, 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%**

**Topic: Write a 500 word (+/-10%) summary of the article: “Tracking Plastic in the Oceans”. This article is available in lectures in Week 4 and on Canvas.**

In-text citation and a one item bibliography (indicating the summarised article) are necessary for this assignment. Use APA or MLA style.

Note: “Tracking Plastic in the Oceans” is taken from pages 28 to 35 of the Feb 2012 issue of Earth magazine. The author is indicated on the article.

**Submit draft to Aropa:** Friday Jan 22, 11:55pm

**Complete 2 peer reviews on Aropa:** Monday Jan 25, 11:55pm

**Final Draft due on Canvas:**  Wednesday Jan 27, 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: 2020 was election year in New Zealand. Select one of the topics argued about during the election campaign (NOT the referenda issues), and write a 900 word (+/- 10%) argument essay supporting your own position on the topic you have chosen. Make sure you introduce and refute counter arguments as well.**

### ****Special requirements:****

### **1. Define any terms you are using.**

**2. When using source material as support, 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. 5% bonus for completing peer reviews; -10% penalty if you don’t.

**Submit draft Assignment 3 to Aropa:** Monday, February 8, 11:55pm

**Complete 2 peer reviews on Aropa:** Wednesday, February 10, 11:55pm

**Final Draft due on Canvas:**  Friday, February 12, 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 Aropa, 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 Writingstudents.

Schedule

Tasks 1 & 2: Practice peer review of 2 Paragraphs due Fri Jan 10

Tasks 3 & 4: Practice peer review of 2 Intro, Body outline, Concl texts due Fri Jan 17

Tasks 5 & 6: Practice peer review of 2 Argument extracts due Tues Jan 28

Tasks 7 & 8: Practice peer review of 2 Critiques due Fri 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 Go to Canvas > Pages > Aropa & 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 **Back** and **Write your review.**

3. Read the text several times (and any question the writer is responding to 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 **Finished** > **Lock your review** > **Go ahead and lock my review**.

6. Now choose **Read all reviews of this submission.** 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 reviewed yourself is a valuable way to improve your own revising skills.

**Important:** Re-read the original text as you read the expert reviewer comments. This will help you make sense of their comments. If you have closed the text, just click **View** **submission** 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 eg. Assignment 2.

2. **Upload your draft** by pasting your draft into the box. **Check** this using “Click here to view the documents 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 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 programmes 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. The Tuakana is Tatijana Simon-Larsen: tsim964@aucklanduni.ac.nz
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](http://www.auckland.ac.nz/uoa/home/for/current-students/cs-academic-information/cs-regulations-policies-and-guidelines) >> Academic disputes and complaints

***Good luck in English Writing 101/TFCEWRIT94F. Any questions unanswered by***

***the information in this Course Outline, please email me –***

***Neil: nj.matheson@auckland.ac.nz***