



JPS 113

Japanese Writing in Context for Non Kanji Background Learners

S2 External 2014

Dept of International Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	7
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	8
<u>Graduate Capabilities</u>	9
<u>General assessment policies</u>	14

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Unit Convenor

Hiroshi Suzuki

hiroshi.suzuki@mq.edu.au

Contact via hiroshi.suzuki@mq.edu.au

W6A304

Credit points

3

Prerequisites

Corequisites

JPS102

Co-badged status

Unit description

This unit is designed for students who have little or no previous experience with the writing of kanji (Chinese characters). Students who have previous experience can only be accepted by special arrangement with the unit convenor. This unit complements JPS102 by providing students with opportunities to develop their ability to use kanji in context through the writing of basic compositions in Japanese. Students will be introduced to a variety of study techniques for learning kanji, including the basic historical elements. Students will be instructed in the differences between handwritten and typed characters, and engage in practical activities to develop their abilities in both areas.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts

Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system

Transcribe the sound from a limited range of basic aural texts to written text accurately
Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese

Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment Tasks

Name	Weighting	Due
<u>Unit Participation</u>	10%	Weekly
<u>Online Quizzes</u>	5%	Weekly
<u>Composition Homework</u>	30%	Weeks 3, 6, 9, 10, 12
<u>Tests</u>	30%	Weeks 4, 7, 11
<u>Final Test</u>	25%	Week 13

Unit Participation

Due: **Weekly**

Weighting: **10%**

Students must attend at least 80% of classes for satisfactory completion of this unit. However, Unit Participation refers to much more than simply being in attendance. Students are expected to actively and fairly take their role as a member of this small learning community and to ensure that they appropriately focus on their own learning needs. Students are expected to: be punctual; be well prepared for class; ask questions as appropriate; co-operate with classmates and follow instructions from teaching staff; complete all individual homework promptly and to the best of their ability; treat staff members and fellow students with respect.

Note:

- Students who are proved to have a previous knowledge of kanji (according to the placement test), will be required to do more difficult tasks.
- External students will be assessed by their online participation only.

On successful completion you will be able to:

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Transcribe the sound from a limited range of basic aural texts to written text accurately
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics
- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Online Quizzes

Due: **Weekly**

Weighting: **5%**

Generic performance in writing, reading and typing in Japanese will be examined regularly. Online Quizzes in iLearn will be available from 5 pm on Monday to 1 pm of the following Monday.

On successful completion you will be able to:

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Transcribe the sound from a limited range of basic aural texts to written text accurately
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese

Composition Homework

Due: **Weeks 3, 6, 9, 10, 12**

Weighting: **30%**

You are required to write a one page hand-written composition (maximum 400-ji [characters]), using genko yoshi (a special paper with squares). Internal students are required to submit the composition in class and external students online. Topics are as follows:

1. My week - due by 3 pm, Monday of Week 3
2. My family - due by 3 pm, Monday of Week 6
3. Postcard to the teacher - due by 3 pm, Monday of Week 9
4. My hobby - due by 3 pm, Monday of Week 10
5. Original folk tale - due by 3 pm, Monday of Week 12

Any errors in your composition will be highlighted by the tutor and you will need to post your revised composition in the discussion forum in iLearn. Late submission will result in 5% deduction each day from your overall mark. Marking criteria will be available in iLearn.

On successful completion you will be able to:

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Tests

Due: **Weeks 4, 7, 11**

Weighting: **30%**

There will be three tests conducted in Weeks 4, 7, 11. Tests may include the following types of questions:

- Listen & Write: Transcribe the sound from a limited range of basic aural texts to written text accurately
- Read & Write: Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Think & Write: Compose well-organized sentences in Japanese by applying knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics
- Creative Writing: Compose well-organized short written texts in Japanese by applying knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Note: Students who are proved to have a previous knowledge of kanji (according to the

placement test), will be required to do more difficult tasks.

Note: External students will take the tests online.

On successful completion you will be able to:

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Transcribe the sound from a limited range of basic aural texts to written text accurately
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Final Test

Due: **Week 13**

Weighting: **25%**

The Final Test will be conducted in class in Week 13. No dictionaries are permitted.

Note: External students will take the test online.

On successful completion you will be able to:

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Transcribe the sound from a limited range of basic aural texts to written text accurately
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Delivery and Resources

Required and recommend texts and/or materials

Each week students are required to print out the weekly kanji practice sheets and bring them to each tutorial. Other handouts and materials will be provided in class and online.

Unit webpage and technology used and required

Online units can be accessed at: <http://learn.mq.edu.au/>. Students must have regular, reliable access to a computer and the internet to complete this unit. Basic computer skills (e.g., internet browsing) and skills in word processing are also a requirement. Students should also ensure they can use Japanese fonts (for typing). Mobile devices are not sufficient.

- For technical support go to: http://mq.edu.au/about_us/offices_and_units/informatics/help
- For student quick guides on the use of iLearn go to: http://mq.edu.au/iLearn/student_info/guides.htm

Unit Schedule

Week 1 (4 Aug)	Unit Overview; Placement Test Writing Practice and Activities (1)	Online Quiz 1
Week 2 (11 Aug)	Writing Practice and Activities (2)	Online Quiz 2 Composition Homework 1
Week 3 (18 Aug)	Writing Practice and Activities (3)	Online Quiz 3
Week 4 (25 Aug)	Class Test 1 (5%) Writing Practice and Activities (4)	Online Quiz 4
Week 5 (1 Sep)	Writing Practice and Activities (5)	Online Quiz 5 Composition Homework 2
Week 6 (8 Sep)	Writing Practice and Activities (6)	Online Quiz 6
Week 7 (15 Sep)	Class Test 2 (10%) Writing Practice and Activities (7)	Online Quiz 7
	Mid-Semester Break	Composition Homework 3

Week 8 (6 Oct)	No class (Public Holiday)	
Week 9 (13 Oct)	Writing Practice and Activities (8)	Online Quiz 8 Composition Homework 4
Week 10 (20 Oct)	Writing Practice and Activities (9)	Online Quiz 9
Week 11 (27 Oct)	Class Test 3 (15%) Writing Practice and Activities (10)	Online Quiz 10 Composition Homework 5
Week 12 (3 Nov)	Writing Practice and Activities (11)	Online Quiz 11
Week 13 (10 Nov)	In-Class Final Exam (25%)	

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Learning outcome

- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment task

- Unit Participation

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcome

- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment task

- Unit Participation

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Transcribe the sound from a limited range of basic aural texts to written text accurately
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese

- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Assessment tasks

- Online Quizzes
- Composition Homework
- Tests
- Final Test

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Assessment tasks

- Composition Homework
- Tests
- Final Test

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and

they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Assessment tasks

- Unit Participation
- Composition Homework

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics

Assessment tasks

- Composition Homework
- Tests

- Final Test

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- Write and type hiragana, katakana, and basic kanji clearly, accurately and use them appropriately in written texts
- Integrate familiar vocabulary, kanji and grammar to understand short passages on a familiar topic and demonstrate understanding by responding appropriately in English or in Japanese
- Compose well-organized short written texts in Japanese by applying their knowledge of kanji, grammar, and vocabulary in a limited range of prescribed text types and on a range of familiar topics
- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment tasks

- Unit Participation
- Composition Homework
- Tests
- Final Test

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

Learning outcomes

- Recognise basic kanji including both on and kun readings, and identify basic features of kanji, including radicals, the role of kanji, and the basic historical elements in the Japanese writing system
- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment task

- Unit Participation

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

Learning outcome

- Demonstrate effective interpersonal communication skills through active and equal participation in in-class activities, group/pair work, class discussion and assessment tasks.

Assessment task

- Unit Participation

General assessment policies

Late Submissions, Extensions and Supplementary Tests

Assessment tasks are compulsory and must be submitted on time. As a general rule, extensions will not be granted without a valid and documented reason (e.g. medical certificate). Late submissions will be penalised by 5% for each day (including weekends) the assessment task is late. A request for a supplementary test will be considered only in the case of serious illness or disruption. No assessment tasks will be accepted after assessment tasks have been corrected and feedback has been provided. Assessment tasks handed in early will not be marked and returned before the due date. If you anticipate unavoidable difficulty in completing an assessment task (in class and/or online), contact the convener or your tutor as soon as possible.

Disruption to Studies

If a student is prevented by serious and unavoidable disruption from completing unit requirements

in accordance with their ability, they may apply for support under the Disruption to Studies Policy. To access this support, students must notify the university via ask.mq.edu.au. Students should refer to the Disruption to Studies Policy for further information (see the link provided in the 'Policies and procedures' section of this unit guide).