



# LING2291

## Writing in English

Session 2, Special circumstance 2020

*Department of Linguistics*

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#### **Disclaimer**

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#### **Notice**

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

Maria Herke

[maria.herke@mq.edu.au](mailto:maria.herke@mq.edu.au)

Margaret Wood

[margaret.wood@mq.edu.au](mailto:margaret.wood@mq.edu.au)

Credit points

10

Prerequisites

40cp at 1000 level or above

Corequisites

Co-badged status

Unit description

This is a general education unit for students of any discipline who are interested in writing, especially writing for academic, professional and other functional purposes. It aims to provide insights into the English language as a communicative system, and to foster a critical and informed attitude to language use in various kinds of written and multimodal texts. Both in online lectures and face to face weekly tutorials we analyse various principles of linguistic choice and organisation that produce successful written communication. By developing an understanding of what makes for successful communication in the writing of others, writers can also learn to develop techniques for writing successfully themselves.

## 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:

**ULO1:** Select, synthesise and summarise the main points from written texts.

**ULO2:** Plan a coherent structure for a piece of writing and construct and maintain an argument.

**ULO3:** Manage detailed information in setting up a thematic discussion, including managing the topical focus through manipulation of sentence structure.

**ULO4:** Demonstrate the ways writers might need to modify writing style to suit a particular audience and/or purpose

**ULO5:** Appreciate, explain and deconstruct interplay between form and function.

## General Assessment Information

### Late Assessment Procedure

- Late submissions without an extension will receive a penalty of 3% of the total mark available for the assessment task per day including weekend days (i.e. this is 3% of the total marks possible for the task – NOT 3% of the marks the student received. For example, if the assessment task is worth 100 marks and the student is two days late their mark for the task is reduced by 6 marks.)
- Late submission of an assessment task without an extension will not be accepted at all after the date on which marked assessment tasks have been released to the rest of the class. Any student with unsubmitted work at this date will receive a mark of 0 for the assessment task.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at [ask.mq.edu.au](http://ask.mq.edu.au) and providing the requisite supporting documentation.
- Extensions that will result in submissions after the assessment task has been returned to the class will require a separate assessment task to be completed at the unit convenor's discretion.
- For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration>
- If a student fails the unit due to non-submission of an assignment or non-attendance at an exam, an FA grade will be applied in accordance with the University's Assessment Policy.
- Unit convenors have the discretion to determine whether or not students should fail a unit on the basis of lateness penalties alone if other learning outcomes of the unit have been met.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Argumentative essay</a>	30%	No	21/10/2020
<a href="#">Synthesised summary task</a>	10%	No	23/08/2020

Name	Weighting	Hurdle	Due
<u>Writing to a Theme</u>	10%	No	04/10/2020
<u>Cohesion analysis</u>	20%	No	06/09/2020
<u>Analytical Essay</u>	30%	No	08/11/2020

## Argumentative essay

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **21/10/2020**

Weighting: **30%**

This essay assignment will require you to take a position in a debate. 1000 - 1200 words.

On successful completion you will be able to:

- Select, synthesise and summarise the main points from written texts.
- Plan a coherent structure for a piece of writing and construct and maintain an argument.
- Manage detailed information in setting up a thematic discussion, including managing the topical focus through manipulation of sentence structure.
- Demonstrate the ways writers might need to modify writing style to suit a particular audience and/or purpose
- Appreciate, explain and deconstruct interplay between form and function.

## Synthesised summary task

Assessment Type <sup>1</sup>: Summary

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **23/08/2020**

Weighting: **10%**

For this task you will be given a text to summarise. Your summary should present the same content and point of view or views as the original but more concisely and in your own words. It should not read as an external review or comment on the original. 500 words

On successful completion you will be able to:

- Select, synthesise and summarise the main points from written texts.
- Plan a coherent structure for a piece of writing and construct and maintain an argument.
- Demonstrate the ways writers might need to modify writing style to suit a particular audience and/or purpose

## Writing to a Theme

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **04/10/2020**

Weighting: **10%**

This will be a piece of “free” writing, aimed at getting you to demonstrate your ability to set up and maintain a theme on a certain topic. 500 words.

On successful completion you will be able to:

- Plan a coherent structure for a piece of writing and construct and maintain an argument.
- Manage detailed information in setting up a thematic discussion, including managing the topical focus through manipulation of sentence structure.

## Cohesion analysis

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 15 hours

Due: **06/09/2020**

Weighting: **20%**

For this assignment you will be given a text to analyse for cohesion. In a short essay, you will be asked to discuss the main cohesion systems used in the passage, and their importance for communicating the theme. 750 words.

On successful completion you will be able to:

- Select, synthesise and summarise the main points from written texts.
- Plan a coherent structure for a piece of writing and construct and maintain an argument.

## Analytical Essay

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **08/11/2020**

Weighting: **30%**

This essay will require you to compare and contrast the language and multimedia aspects of two texts. The texts will be supplied and you will be required to apply the analysis strategies that you have learnt over the session in LING2291. Approx. 1200 words

On successful completion you will be able to:

- Select, synthesise and summarise the main points from written texts.
- Plan a coherent structure for a piece of writing and construct and maintain an argument.
- Manage detailed information in setting up a thematic discussion, including managing the topical focus through manipulation of sentence structure.
- Demonstrate the ways writers might need to modify writing style to suit a particular audience and/or purpose
- Appreciate, explain and deconstruct interplay between form and function.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

Lecture content will be delivered to you online via your ilearn site in the form of screencast videos with associated online activities which will be available through the LING2291 ilearn site. There are no face to face lectures.

Tutorials are just under 2 hours each week. Tutorial classes will be delivered both online (via Zoom) and face to face, depending on the enrolment you chose.

Tutorials are held weekly **but do not begin until week 2 of semester.**

There is no prescribed textbook but readings will be made available via leganto.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-centr](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-centr)

al). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## 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](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## 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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

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