ENGL1050

Grammar and Writing

Session 3, Weekday attendance, North Ryde 2020

Department of English

Contents

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
Hsu-Ming Teo
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Credit points
10

Prerequisites

Corequisites

Co-badged status

Unit description
Good grammar is often regarded as a sign of education and competence. Global research shows that 40% of graduates have their job applications rejected because of poor grammar, while 17% of firms are concerned about graduates' lack of grammar skills. This unit provides you with the basic grammar skills that you will need for writing well in your assignments and job applications. We will show you how to recognise grammatically incorrect sentences that don't make sense to your reader, then we will help you fix these. You will learn how to: paragraph for different purposes; structure and tailor your writing for various types of work; and edit and proofread your writing so that your work not only suggests intelligence and capability, but also attention to detail.

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: Identify sentences that are grammatically incorrect and analyse why they do not make sense.

ULO2: Implement knowledge of grammar to adjust poorly constructed sentences.

ULO3: Construct sentences and paragraphs that are grammatically correct and clear in meaning.

ULO4: Apply knowledge of different genres and audiences for academic and professional writing.

ULO5: Create texts for specific academic and/or professional purposes.

Assessment Tasks

Name	Weighting	Hurdle	Due
Quiz	25%	No	Weeks 1-5
Writing exercises	25%	No	Weeks 9, 10 and 11
Major written work	30%	No	Week 12
Participatory task	20%	No	Week 7 and 13

Quiz

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 30 hours
Due: **Weeks 1-5**
Weighting: **25%**

Online multiple-choice quizzes

On successful completion you will be able to:
- Identify sentences that are grammatically incorrect and analyse why they do not make sense.
- Implement knowledge of grammar to adjust poorly constructed sentences.
- Construct sentences and paragraphs that are grammatically correct and clear in meaning.
- Apply knowledge of different genres and audiences for academic and professional writing.

Writing exercises

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 40 hours
Due: **Weeks 9, 10 and 11**
Weighting: **25%**

Writing, editing, and proofreading exercises

On successful completion you will be able to:

- Identify sentences that are grammatically incorrect and analyse why they do not make sense.
- Implement knowledge of grammar to adjust poorly constructed sentences.
- Construct sentences and paragraphs that are grammatically correct and clear in meaning.
- Apply knowledge of different genres and audiences for academic and professional writing.

Major written work

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 20 hours
Due: **Week 12**
Weighting: **30%**

1500 word piece of academic or professional writing, checked for grammar, spelling, proofreading, and formatting.

On successful completion you will be able to:

- Identify sentences that are grammatically incorrect and analyse why they do not make sense.
- Implement knowledge of grammar to adjust poorly constructed sentences.
- Construct sentences and paragraphs that are grammatically correct and clear in meaning.
- Apply knowledge of different genres and audiences for academic and professional writing.
- Create texts for specific academic and/or professional purposes.

Participatory task

Assessment Type [1]: Participatory task
Indicative Time on Task [2]: 12 hours
Due: **Week 7 and 13**
Weighting: **20%**

Preparation of notes for class relating to set tutorial topics, and contribution to scheduled seminar discussions and exercises in class or online.

On successful completion you will be able to:

- Identify sentences that are grammatically incorrect and analyse why they do not make sense.
- Implement knowledge of grammar to adjust poorly constructed sentences.
- Construct sentences and paragraphs that are grammatically correct and clear in meaning.
- Apply knowledge of different genres and audiences for academic and professional writing.

[1] 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.

[2] 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

This unit will consist of weekly lectures (pre-recorded) and tutorials (either in-class or through Zoom)

All required materials will be available via the unit's iLearn page.

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-central). 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). 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 (https://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 or if you are a Global MBA student contact 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) 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

If you are a Global MBA student contact 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/.

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.