



EDIT8081

Language, Writing and Editing

Session 2, Fully online/virtual 2021

Department of Linguistics

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Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

General Information

Unit convenor and teaching staff

Adam Smith

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Margaret Wood

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Credit points

10

Prerequisites

Admission to GradCertEditElecPub or MCrWrit or GradDipCrWrit or MAccComm or MEd

Corequisites

Co-badged status

Unit description

This unit focuses on language, including variation in grammar, usage and punctuation, and linguistic approaches to writing style, discourse development and readability. It examines the features of different text types, spoken and written, as well as those evolving on the internet. It discusses communicative approaches to writing, including plain English for mediating complex content, and promotional writing for advertising purposes. It includes modules on editing Aboriginal English, and on academic writing and editing, especially theses and journal articles.

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 a range of grammatical categories and their effectiveness in different types of text.

ULO2: Critique alternative linguistic styles and modes of communication

ULO3: Assess manuscripts for readability, and justify measures for their enhancement

ULO4: Define the needs of particular audiences and make appropriate language choices for them

General Assessment Information

Requesting an extension to assignment due date

On occasion, you may be in a situation when you aren't able to submit an assessment task on time. Extensions are only given in special circumstances, by completing a Special Consideration request. For more information on Special Consideration, see <https://students.mq.edu.au/study/my-study-program/special-consideration>

Late submission of assignments

If you haven't been approved for an extension and you submit your assessment task late, penalties are applied. You should consult your unit convenor if you are in this position. Late submissions will receive a 5% per day penalty. If you submit the assessment task 10 days or more beyond the due date, without an approved extension, you will be awarded a maximum of 50% of the overall assessment marks. Weekends and public holidays are included.

Academic Honesty

As a good student, you are responsible for ensuring academic integrity practices are followed at all times. Your first step is to read the University's Academic Honesty Policy, and make sure you know what constitutes good practice. Then make sure you know how to reference and cite correctly. There are other practices we need to consider, and one of these is the potential for collusion.

Informal study groups are encouraged as a good way to assist your learning, but please remember that all your independently assessed assignments must be totally independently completed. Unless you are doing a group project where each member contributes to producing one piece of work, for which you get the one mark, using part or all of someone else's work constitutes collusion and breaches the University's Academic Honesty policy.

Do not collude with any other student by selling, giving, lending, explaining or showing all or parts of your independently assessed work/answers/past or current assignments, and do not ask to buy, borrow, see and use all or parts of the work of another student.

Do not reuse any work you have presented for assessment in this or another unit. This will activate a turnitin alert.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Online discussion on nominalisation</u>	20%	No	Week 5
<u>Exercise on punctuation</u>	20%	No	Week 8
<u>Online discussion on electronic communication</u>	20%	No	Week 11
<u>Exercise on promotional writing/scholarly editing</u>	40%	No	Week 13

Online discussion on nominalisation

Assessment Type ¹: Debate

Indicative Time on Task ²: 10 hours

Due: **Week 5**

Weighting: **20%**

Identification of nominalisation and appropriateness to discourse; application of editorial skills to correct unnecessary nominalisation.

On successful completion you will be able to:

- Identify a range of grammatical categories and their effectiveness in different types of text.
- Critique alternative linguistic styles and modes of communication
- Define the needs of particular audiences and make appropriate language choices for them

Exercise on punctuation

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 10 hours

Due: **Week 8**

Weighting: **20%**

Application of punctuation to texts, and discussion of effect of punctuation on different types of text.

On successful completion you will be able to:

- Critique alternative linguistic styles and modes of communication
- Assess manuscripts for readability, and justify measures for their enhancement

Online discussion on electronic communication

Assessment Type ¹: Debate

Indicative Time on Task ²: 10 hours

Due: **Week 11**

Weighting: **20%**

Analysis of features of electronic communication

On successful completion you will be able to:

- Identify a range of grammatical categories and their effectiveness in different types of text.
- Critique alternative linguistic styles and modes of communication

- Assess manuscripts for readability, and justify measures for their enhancement
- Define the needs of particular audiences and make appropriate language choices for them

Exercise on promotional writing/scholarly editing

Assessment Type ¹: Professional writing

Indicative Time on Task ²: 20 hours

Due: **Week 13**

Weighting: **40%**

Creation of different types of text for promotion/presentation of a scholarly journal, and justification of approach.

On successful completion you will be able to:

- Identify a range of grammatical categories and their effectiveness in different types of text.
- Critique alternative linguistic styles and modes of communication
- Assess manuscripts for readability, and justify measures for their enhancement
- Define the needs of particular audiences and make appropriate language choices for them

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

All lectures and tutorials will be available online.

Unit Schedule

Week 1	Grammar in the context of editing
Week 2	Sentence patterns
Week 3	Nominal and verbal style
Week 4	Cohesion and coherence in writing
Week 5	Information delivery: topic and topical progression

Week 6	Punctuation system and its functions
Week 7	Readability and lexical density
Week 8	Writing, speech, and the language of the internet
Week 9	Editing Indigenous texts
Week 10	Persuasive and promotional writing
Week 11	Editing theses and dissertations
Week 12	Editing scholarly articles

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>). 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](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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.