



# ENGL1050

## Grammar and Writing

Session 3, Weekday attendance, North Ryde 2021

*Department of Media, Communications, Creative Arts, Language and Literature*

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### Disclaimer

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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

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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.

## General Assessment Information

Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – 10 marks out of 100 credit will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted seven days (incl. weekends) after the original submission deadline.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Major written work</u>	30%	No	23:59 16/01/2022
<u>Writing exercises</u>	25%	No	23:59 19/12/2021
<u>Quiz</u>	25%	No	23:59 05/12/2021; 23:59 12/12/2021; 23:59 19/12/2021;
<u>Participatory task</u>	20%	No	Ongoing

### Major written work

Assessment Type <sup>1</sup>: Practice-based task

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

Due: **23:59 16/01/2022**

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.

## Writing exercises

Assessment Type <sup>1</sup>: Practice-based task

Indicative Time on Task <sup>2</sup>: 40 hours

Due: **23:59 19/12/2021**

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.

## Quiz

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **23:59 05/12/2021; 23:59 12/12/2021; 23:59 19/12/2021;**

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.

## Participatory task

Assessment Type <sup>1</sup>: Participatory task

Indicative Time on Task <sup>2</sup>: 12 hours

Due: **Ongoing**

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.

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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

### Textbooks

There are no required readings for this unit. Instead, students who wish to go into greater depth or would like additional information should consult the following recommended reading list:

Tredinnick, Mark. *The Little Green Grammar Book*. 2008.

Truss, Lynne. *Eats, Shoots & Leaves : the Zero Tolerance Approach to Punctuation*. Profile Books, 2003.

Graff, Gerald., and Birkenstein, Cathy. *"They Say / I Say" : the Moves That Matter in Academic Writing*. University of Illinois at Chicago. Third ed., 2014.

## 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](https://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](https://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.

## Changes since First Published

Date	Description
21/10/2021	Joined with Session 3, Special circumstances offering.