



# LING2293

## Creating and Editing Professional Genres

Session 2, Weekday attendance, North Ryde 2021

*Department of Linguistics*

### Contents

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<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	5
<a href="#"><u>Policies and Procedures</u></a>	5
<a href="#"><u>Changes since First Published</u></a>	7

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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

40cp at 1000 level or above

Corequisites

Co-badged status

Unit description

This is a unit for students of any discipline who are interested in creating texts that will be used for a professional purpose, especially writing for academic, professional and other functional purposes, or writing and editing texts that will reach a public audience. 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, with clarity of communication as a central skill to be developed. The unit will also help students develop a critical eye for details of correctness and consistency, as well as an understanding of layout and structural issues across diverse media that affect the readability of a text. 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 and apply a range of editing tools to edit for print and digital outputs

**ULO2:** Plan and manage detailed information in setting up a written discussion, including managing the topical focus through manipulation of sentence structure.

**ULO3:** Identify a coherent structure for a piece of writing for both editing and writing purposes.

**ULO4:** Identify and critically evaluate the needs of different audiences across a variety of media to adapt content appropriately

## General Assessment Information

### Requesting an extension to assessment 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 assessments

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.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Editing task</a>	20%	No	Week 6
<a href="#">Cohesive and thematic communication</a>	35%	No	Week 9
<a href="#">Online publication</a>	45%	No	Week 13

### Editing task

Assessment Type <sup>1</sup>: Case study/analysis

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

Due: **Week 6**

Weighting: **20%**

Edit a short text and write a rationale (500 words) for the editing decisions made.

On successful completion you will be able to:

- Select and apply a range of editing tools to edit for print and digital outputs
- Plan and manage detailed information in setting up a written discussion, including

managing the topical focus through manipulation of sentence structure.

- Identify and critically evaluate the needs of different audiences across a variety of media to adapt content appropriately

## Cohesive and thematic communication

Assessment Type <sup>1</sup>: Qualitative analysis task

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Week 9**

Weighting: **35%**

Students will analyse and discuss a text in terms of its cohesive and thematic strategies (1250 words)

On successful completion you will be able to:

- Plan and manage detailed information in setting up a written discussion, including managing the topical focus through manipulation of sentence structure.
- Identify a coherent structure for a piece of writing for both editing and writing purposes.

## Online publication

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

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

Due: **Week 13**

Weighting: **45%**

Students will source a range of material from a variety of media to create a coherent publication on a topic of their choosing. While no writing is required in this assessment, in designing their digital publication, students will need to apply the concepts of audience-appropriate communication covered in the unit.

On successful completion you will be able to:

- Select and apply a range of editing tools to edit for print and digital outputs
- Identify a coherent structure for a piece of writing for both editing and writing purposes.
- Identify and critically evaluate the needs of different audiences across a variety of media to adapt content appropriately

<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 (vlogs) There are no face to face lectures.

Tutorials are 1 hour. Since we will be starting the session under COVID restrictions, all tutorial streams will be available via Zoom. Once restrictions lift, those of you who registered in the face to face class can discuss with your tutor whether delivery will move to face to face delivery on campus. Unless you have permission to change, you should attend the tutorial class you registered in. Students should aim to attend at least 80% of these valuable classes.

Readings will be made available via Leganto which can be accessed via the unit ilearn page.

## 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](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](#)

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
26/07/2021	I updated the assignment due dates as they were in the wrong order