ENGL1050
Grammar and Writing
Session 1, In person-scheduled-weekday, North Ryde 2022
Department of Media, Communications, Creative Arts, Language and Literature

Contents

General Information 2
Learning Outcomes 2
General Assessment Information 3
Assessment Tasks 3
Delivery and Resources 5
Policies and Procedures 6

Disclaimer
Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

Notice
As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face 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
Jimmy Van
jimmy.van@mq.edu.au

Geoffrey Payne
geoffrey.payne@mq.edu.au

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participatory task</td>
<td>20%</td>
<td>No</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Quiz</td>
<td>25%</td>
<td>No</td>
<td>Weeks 1, 2, 3, 4 &amp; 5</td>
</tr>
<tr>
<td>Writing exercises</td>
<td>25%</td>
<td>No</td>
<td>23:59 10/04/2022</td>
</tr>
<tr>
<td>Major written work</td>
<td>30%</td>
<td>No</td>
<td>23:59 05/06/2022</td>
</tr>
</tbody>
</table>

Participatory task

Assessment Type: Participatory task
Indicative Time on Task: 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.
Quiz
Assessment Type: Quiz/Test
Indicative Time on Task: 30 hours
Due: Weeks 1, 2, 3, 4 & 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: Practice-based task
Indicative Time on Task: 40 hours
Due: 23:59 10/04/2022
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: 23:59 05/06/2022
Weighting: 30%

Students will complete a substantive 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.

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 Learning Skills Unit 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

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:

Graff, Gerald, and Birkenstein, Cathy. “They Say / I Say” : the Moves That Matter in Academic
Macquarie University policies and procedures are accessible from Policy Central (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). 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) 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/

**The Writing Centre**

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Getting help with your assignment
- Workshops
Student Enquiry Service

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

Equity 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.

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.