



ENGL1050

Grammar and Writing

Session 3, Online-flexible 2022

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

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	6
<u>Policies and Procedures</u>	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.

General Information

Unit convenor and teaching staff

Lecturer, Tutor

Jimmy Van

jimmy.van@mq.edu.au

Contact via Email

By appointment

Convenor

Geoffrey Payne

geoffrey.payne@mq.edu.au

Contact via Email

By appointment

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

Late Assessment Submission Penalty

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a mark of '0' (zero) will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical issue.

*This late penalty will apply to non-timed sensitive assessment (incl essays, reports, posters, portfolios, journals, recordings etc). **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs etc) **will only be addressed by the unit convenor in a Special consideration application. Special Consideration outcome may result in a new question or topic.***

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Participatory task</u>	20%	No	Ongoing
<u>Quiz</u>	25%	No	Weeks 1, 2 & 3 by 23.55 on Sunday
<u>Writing exercises</u>	25%	No	23:55 08/01/2023
<u>Major written work</u>	30%	No	23:55 22/01/2023

Participatory task

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 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 ¹: Quiz/Test

Indicative Time on Task ²: 30 hours

Due: **Weeks 1, 2 & 3 by 23.55 on Sunday**

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: **23:55 08/01/2023**

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: **23:55 22/01/2023**

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 [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

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.smq.edu.au) (<https://policies.smq.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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies](https://students.smq.edu.au/support/study/policies) (<https://students.smq.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.smq.edu.au) (<https://policies.smq.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.smq.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.smq.edu.au or if you are a Global MBA

student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

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.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.