



# EDIT8081

## Language, Writing and Editing

Session 2, Online-flexible 2022

*Department of Linguistics*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Convenor

Adam Smith

[adam.smith@mq.edu.au](mailto:adam.smith@mq.edu.au)

Philip Chappell

[philip.chappell@mq.edu.au](mailto:philip.chappell@mq.edu.au)

Moderator

Minna Korhonen

[minna.korhonen@mq.edu.au](mailto:minna.korhonen@mq.edu.au)

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

### General assessment Information

Grade descriptors and other information concerning grading are contained in the [Macquarie University Assessment Policy](#).

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the [Assessment Procedure](#) (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

## Late Submissions

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 grade of '0' 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 concern.

For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	-	75	0

Late submission of time sensitive tasks, such as timetabled tests/exams, scheduled performance assessments/presentations, scheduled practical assessments/labs, will be addressed by the unit convenor in a Special consideration application.

## Special Consideration

If you are unable to complete an assessment task on or by the specified date due circumstances that are unexpected, unavoidable, significantly disruptive and beyond your control, you may apply for special consideration in accordance with the [special consideration policy](#). Applications for special consideration must be supported by appropriate evidence and submitted via [ask.mq.edu.au](mailto:ask.mq.edu.au)

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Online discussion on electronic communication</a>	20%	No	28/08/22
<a href="#">Exercise on punctuation</a>	20%	No	25/09/22
<a href="#">Online discussion on nominalisation</a>	20%	No	16/10/22
<a href="#">Exercise on promotional writing/scholarly editing</a>	40%	No	13/11/22

### Online discussion on electronic communication

Assessment Type [1](#): Debate

Indicative Time on Task [2](#): 10 hours

Due: **28/08/22**

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 punctuation

Assessment Type [1](#): Practice-based task

Indicative Time on Task [2](#): 10 hours

Due: **25/09/22**

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 nominalisation

Assessment Type <sup>1</sup>: Debate

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **16/10/22**

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 promotional writing/scholarly editing

Assessment Type <sup>1</sup>: Professional writing

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

Due: **13/11/22**

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

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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

As a student enrolled in this unit, you will engage in a range of online learning activities, including lectures, readings and quizzes. Details can be found on the iLearn site for this unit.

### Recommended Readings

There are no textbooks for this unit. The Leganto Reading list provides a set of recommended resources for the unit as well as weekly readings.

### Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

## Unit Schedule

Week 1 (25.7)	Grammar in the context of editing
Week 2 (1.8)	Sentence patterns: clauses and phrases
Week 3 (8.8)	Nominal and verbal style <i>1st assessable discussion begins</i>
Week 4 (15.8)	Cohesion and coherence in writing
Week 5 (22.8)	Information delivery: topic and topical progression <i>1st assessable discussion concludes (28.8)</i>
Week 6 (29.8)	The punctuation system and its functions
Week 7 (5.9)	Readability and lexical density
<b>Semester Break</b> ( <i>Punctuation assignment due (25.9)</i> )	
Week 8 (26.9)	Writing, speech, and the language of the internet <i>2nd assessable discussion begins</i>
Week 9 (3.10)	Editing Indigenous texts
Week 10 (10.10)	Persuasive and promotional writing <i>2nd assessable discussion concludes (16.10)</i>

Week 11 (178.10)	Editing theses and dissertations
Week 12 (24.10)	Editing scholarly articles <i>Final assignment due (13.11)</i>

## 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](#)
- [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.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)

## 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 an](#)

[d 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/](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.



## Inclusion and Diversity

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based on their sex, gender, race, marital status, carers' responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

## Professionalism

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.