EDIT8081

Language, Writing and Editing

Session 2, Online-flexible 2023

Department of Linguistics

Contents

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General Information

Unit convenor and teaching staff
Convenor
Adam Smith
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Moderator
Minna Korhonen
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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

How to apply for a late submission of an assignment

All requests for special consideration, including extensions, must be submitted via ask.mq.edu.au and provide suitable supporting documentation

Requesting an extension to assignment 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 assignments 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.

Use of Generative AI and AI-assisted technologies

The use of AI technology for assessments in this unit is not permitted unless specifically stated in the assessment instructions.

Assessment Tasks

Name	Weighting	Hurdle	Due
Weekly Quiz	10%	No	Weekly
Online discussion on nominalisation	15%	No	August 27
Exercise on punctuation	20%	No	September 24
Online discussion on electronic communication	15%	No	October 15
Exercise on promotional writing/scholarly editing	40%	No	November 12

Weekly Quiz

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 5 hours
Due: **Weekly**
Weighting: **10%**

A total of 10 short quizzes will be completed by students, each based on weekly lecture topics and the guided tasks associated with them.

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

Online discussion on nominalisation

Assessment Type [1]: Debate
Indicative Time on Task [2]: 7.5 hours
Due: **August 27**
Weighting: **15%**

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 punctuation

Assessment Type [1]: Practice-based task
Indicative Time on Task [2]: 10 hours
Due: **September 24**
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 electronic communication

Assessment Type [1]: Debate
Indicative Time on Task [2]: 7.5 hours
Due: **October 15**
Weighting: **15%**

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 promotional writing/scholarly editing

Assessment Type [1]: Professional writing
Indicative Time on Task [2]: 20 hours
Due: **November 12**
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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[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

This unit is delivered entirely online. Online lectures are available as audio recordings with supporting slides. Weekly tasks will also be given online, and readings are made available via the Leganto reading list.

Unit Schedule

Week 1 (24.7)	Grammar in the context of editing
Week 2 (31.7)	Sentence patterns: clauses and phrases
Week 3 (7.8)	Nominal and verbal style *1st assessable discussion begins*
Week 4 (14.8)	Cohesion and coherence in writing
Week 5 (21.8)	Information delivery: topic and topical progression *1st assessable discussion concludes (27.8)*
Week 6 (28.8)	The punctuation system and its functions
Week 7 (4.9)	Readability and lexical density
Semester Break (*Punctuation assignment due (24.9)*	
Week 8 (25.9)	Writing, speech, and the language of the internet *2nd assessable discussion begins*
Week 9 (2.10)	Editing Indigenous texts
Week 10 (9.10)	Persuasive and promotional writing *2nd assessable discussion concludes (15.10)*

Week 11 (16.10)	Editing theses and dissertations
Week 12 (23.10)	Editing scholarly articles *Final assignment due (12.11)*

Policies and Procedures

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
- 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). 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

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 Advocacy provides independent advice on MQ policies, procedures, and processes

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.

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. Some learning activities are recorded (e.g., face-to-face seminars), 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.