



# LING2293

## Creating and Editing Professional Genres

Session 2, In person-scheduled-weekday, North Ryde 2023

*Department of Linguistics*

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#### **Disclaimer**

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## General Information

### Unit convenor and teaching staff

#### Convenor

Hanna Torsh

[hanna.torsh@mq.edu.au](mailto:hanna.torsh@mq.edu.au)

#### Lecturer

Dana Skopal

[dana.skopal@mq.edu.au](mailto:dana.skopal@mq.edu.au)

#### Tutor

Liz Shoostovian

[elizabeth.shoostovian@mq.edu.au](mailto:elizabeth.shoostovian@mq.edu.au)

Alice Wu

[xufang.wu@mq.edu.au](mailto:xufang.wu@mq.edu.au)

### 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

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.

### 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](https://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     |
|---|-----------|--------|---------|
| <a href="#">Editing task</a>                        | 20%       | No     | Week 6  |
| <a href="#">Cohesive and thematic communication</a> | 35%       | No     | Week 8  |
| <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 8**

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

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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

The lectures in this unit will be delivered face-to-face and will also be available as recordings. Tutorials will also be delivered face-to-face.

## Unit Schedule

|        |                             |
|--------|-----------------------------|
| Week 1 | Writer to reader            |
| Week 2 | Written and spoken language |
| Week 3 | Genre and register          |

|                |  |
|----------------|--|
| Week 4         | Editing skills: structure and language               |
| Week 5         | Grammar for editors                                  |
| Week 6         | Cohesion in texts                                    |
| Week 7         | Thematic progression in texts                        |
| Semester break |  |
| Week 8         | Readability and Plain language                       |
| Week 9         | Multimodal communication                             |
| Week 10        | Editing skills: medium, layout and legibility        |
| Week 11        | Argument and persuasion                              |
| Week 12        | Discourse structures and website recontextualisation |
| Week 13        | Analysing professional text types                    |

## 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](#) 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 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 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/](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.

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Unit information based on version 2023.02 of the [Handbook](#)