



ENGL1055

Techniques in Academic Reading and Writing

Session 2, Online-flexible 2024

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>	5
<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

Convenor

Veronica Alfano

veronica.alfano@mq.edu.au

Contact via Email

25WW B543

By appointment

Lecturer

Jimmy Van

jimmy.van@mq.edu.au

Contact via Email

By appointment

Credit points

10

Prerequisites

Corequisites

Co-badged status

Unit description

Students entering university can feel overwhelmed by how much reading they need to complete before synthesising and translating this information into their own written work. How can you read efficiently, for understanding and analysis? How do you transform what you have read into your own original writing that is clear and persuasive? In this unit you will learn how to read for information, understanding, and critique. You will be introduced to four techniques of reading: inspectional, analytical, syntopical, and close reading. You will then learn techniques of thesis-driven composition and improve your understanding of the ways in which sentences, paragraphs, and arguments are structured. Learn how to use others' ideas to strengthen your claims without compromising your own voice as a writer.

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 and apply appropriate techniques of reading to different academic tasks.

ULO2: Identify an author's argument and explain it in your own words.

ULO3: Navigate the process of academic composition, from prewriting to proofreading.

ULO4: Create thesis-driven texts for 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 written reports and recordings only. **Late submission of time sensitive tasks** (such as tests/exams, performance assessments/presentations, scheduled practical assessments/labs **will be addressed by the unit convenor in a Special consideration application**).

Assessment Tasks

Name	Weighting	Hurdle	Due
Participatory task	20%	No	Weekly
Quiz	10%	No	2024-08-11
Writing task 1	30%	No	2024-09-15
Writing task 2	40%	No	2024-11-03

Participatory task

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 20 hours

Due: **Weekly**

Weighting: **20%**

Weekly writing exercises and/or tutorial notes. Meaningful contribution to class discussion.

On successful completion you will be able to:

- Identify and apply appropriate techniques of reading to different academic tasks.
- Identify an author's argument and explain it in your own words.

- Navigate the process of academic composition, from prewriting to proofreading.

Quiz

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 5 hours

Due: **2024-08-11**

Weighting: **10%**

The quiz will test your comprehension and analysis of several short articles. You will need to identify the argument and the problem(s) posed in these articles.

On successful completion you will be able to:

- Identify and apply appropriate techniques of reading to different academic tasks.
- Identify an author's argument and explain it in your own words.
- Navigate the process of academic composition, from prewriting to proofreading.

Writing task 1

Assessment Type ¹: Summary

Indicative Time on Task ²: 30 hours

Due: **2024-09-15**

Weighting: **30%**

Choose one of the assigned texts; give a detailed summary of its argument(s) in your own words; compose a response that enlists evidence to respond to the text (do you agree? disagree? have something to add?).

On successful completion you will be able to:

- Identify and apply appropriate techniques of reading to different academic tasks.
- Identify an author's argument and explain it in your own words.
- Navigate the process of academic composition, from prewriting to proofreading.
- Create thesis-driven texts for academic and/or professional purposes.

Writing task 2

Assessment Type ¹: Plan

Indicative Time on Task ²: 40 hours

Due: **2024-11-03**

Weighting: **40%**

Put together a detailed outline of the way in which you might convert your 750-word response (Assessment 1) into a fully realised essay. The outline should contain an introduction, thesis statement, topic statements of body paragraphs, sample sentences that incorporate outside sources, and a conclusion.

On successful completion you will be able to:

- Identify and apply appropriate techniques of reading to different academic tasks.
- Identify an author's argument and explain it in your own words.
- Navigate the process of academic composition, from prewriting to proofreading.
- Create thesis-driven texts for 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

Lectures and tutorials start in Week 1.

Students are expected to attend or to listen to all lectures (uploaded to ECHO360), before attending their classes each week.

On campus students: Please check the university timetable for lecture and class venues.

External Students (Online-flexible): Please be prepared to participate by completing weekly activities on iLearn *beginning in week 1*.

Textbooks

Unit readings are provided on Leganto. In addition, students may wish to purchase the following recommended reading:

Adler, Mortimer J, and Charles Van Doren. *How to Read a Book: The Classic Guide to Intelligent Reading*. Simon & Schuster, 2011.

Please note that this book is available online (free for MQ students) via the MQ Library's website

and also linked through Leganto.

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 connect.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 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 the [Service Connect Portal](#), 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.

Unit information based on version 2024.01 of the [Handbook](#)