

CORE MODULE DESCRIPTORS

(in alphabetical order)

BA in IRES ACADEMIC WRITING I

1. MODULE SUMMARY

Aims and Summary

The aim of the course is to enable non-native speakers of English to express themselves coherently in writing. It is also to provide samples of academic writing and appropriate practice material for students who need to write essays. It takes students from sentence and paragraph structuring to essay writing through a process approach. Alongside with rhetoric, it teaches learners how to build sentences and paragraphs using various linguistic devices, how to order and link paragraphs into cohesive and coherent essays, and to build various paper types that are used in written assignments. It makes the students familiar with different strategies of writing development. It teaches writing in a straightforward manner, using a step-by-step approach. Clear models and varied practice help students develop confidence and a mature style of writing, adjusted to the academic context. The course includes work on how to generate ideas, organize material, draft and revise written work. The course also combines the theoretical background with plenty of exercises and comments, providing an in-depth analysis of the issues. The method of group brainstorming aiming at a better understanding of rules is used in classes. Students are actively involved in correcting their mistakes with guidance, so they are not likely to repeat them. Using this approach, the mistakes are not corrected by the teacher but indicated (both their type and occurrence). Students are gradually prepared how to import information from outside sources in their writing, so that they avoid committing plagiarism. A great emphasis is placed on the documentation of other authors' works, which is the first stage preparing the students for approaching their final dissertation papers. Different strategies of summarizing and paraphrasing, as well as synthesizing are explained and practiced. It also includes varied practical language exercise on the advanced level.

Module Size and credits

| | |
|----------------------------------|--|
| CATS points | 5.0 |
| ECTS credits | 3.0 |
| Total student study hours | 90 |
| Number of weeks | 12 |
| School responsible | Łazarski University, Faculty of Economics and Management |
| Academic Year | 2021-2022 |

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Coursework 60%, composed of two in-class exams each worth 30%;

Final exam 40%

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. final exam and coursework). Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

BA Year 1 International Relations (level 4)

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

1. Demonstrate an awareness of approaches to research and associated problems
2. Display communication and presentation skills to a level appropriate to the module
3. Demonstrate skills in independent information retrieval at undergraduate level
4. Demonstrate a capacity to research structure and write cohesive academic papers.

Indicative Content

- Introduction into the process of writing. Different stages of writing. Organizing the material
- Rules of writing the bibliography. Rules of using outside sources and documentation of sources in accordance with Harvard Referencing System. Punctuation and formatting principles. Reporting information.
- Sentence structure. Structure of a paragraph. Different types of paragraphs
- Summary and paraphrase. Direct and indirect speech
- Unity and coherence rules.
- Words to be avoided in academic writing. Words of foreign origin used in academic writing
- Essay structure. Cause/ result essay. Cause/result linking devices
- Cause/ result essay. Text organizers and reference words
- Rules of writing the critical review. un-English syntax and parallelism (extended)

Teaching and Learning

This module will be taught by means of seminars, workshops, and self-directed study.

Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

| | |
|--------------------|----------------|
| Guided | 0 hours (0%) |
| Lecture | 0 hours (0%) |
| Self-guided | 0 hours (0%) |
| Seminar | 60 hours (67%) |
| Workshop | 30 hours (33%) |
| Total | 90 hours |

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Two in-class exams (60% – 3 Credits): 90 minutes each; contribute to learning outcomes 1, 2, 3, 4

Final exam (40% – 2 Credits): 100 minutes; contributes to learning outcomes 1, 2, 3, 4

Re-sit

Students failing any component of assessment, at the first attempt, are entitled to one re-sit attempt. This will be by new examination and/or new coursework scheduled for the next assessment opportunity. For coursework, if more than one element existed in the first attempt, this may be combined into one assessment for re-sit.

Date of last amendment

17-07-2014

3. MODULE RESOURCES

Hogue, A., Oshima, A., 2006. *Writing Academic English*. 4th ed. New York: Pearson Longman.

Jordan, R.R., 2002. *Academic Writing Course*. New York: Pearson Longman.

Recommended Reading

Evans, V., 2002. *CPE Use of English*. Express Publishing.

Heffernan J., 1982. *Writing – A College Handbook*. New York: WW Norton and Company.

Macpherson, R., 2006. *Advanced Written English*, Warsaw: Wydawnictwo Naukowe PWN.

Macpherson, R., 2006. *Advanced Written English*. Warsaw Wydawnictwo Naukowe PWN.

Macpherson, R., 2006. *English for Academic Purposes*. Warsaw: Wydawnictwo Naukowe PWN.

Mann, M., Taylore-Knowles, S., 2007. *Destinations C1 C2*, Oxford: Macmillan.

McCarthy, M., O'Dell, F., 2008. *Academic Vocabulary in Use*. Cambridge: Cambridge University Press.

Swales, J.M. and Feak, C.B., 1994. *Academic Writing Course for Graduate Students*. Michigan: The University of Michigan Press.

Vince, M., 2003. *Advanced Language Practice*. Macmillan.

Vince, M., 2011. *Macmillan English Grammar in Context*. Oxford: Macmillan.

Zemach, D., 2005. *Academic Writing*. Oxford: Macmillan.

Required Equipment

None

4. MODULE ORGANISATION

Module leader

Name Mgr. Joanna Zientek

E-mail zientek4@op.pl

Length and month of examination

100 minutes in February

Expected teaching timetable slots

Note that some tutorials/seminars may be provided at times other than those shown below. Timetable information should be verified with the School responsible for the module

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC 2 March 2018