

BABE Business Academic Writing I

1. MODULE SUMMARY

Aims and Summary

This course will help students to participate successfully in all forms of written assessments made in English, especially to write argumentative essays. The term starts with a diagnostic (placement) test, the aim of which is to assess students' level of English and determine what areas of grammar need to be revised in more detail. Instructions, model essays and analysis of their content, structure, style and vocabulary will be provided. The course deals with writing more complex sentences, paragraphs, especially introductions and conclusions. In addition, emphasis is put on plagiarism and use of sources, direct and indirect quotations with proper references and in-text citations. **Module Size and credits**

ECTS points	5
Total student study hours	125
Number of weeks	12
School responsible	Lazarski 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)

Final exam 60%

Coursework 40%, composed of an in-class exam (30%) and one essay (10%).

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. coursework and final exam). Reassessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

BA in Business Economics, Year 1

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of the course, students should be able to:

1. Write argumentative essays in English on a variety of topics.
2. Use appropriate grammar and register as well as observe punctuation.
3. Make proper use of in-text citations and bibliography.

Indicative Content

The course will focus on two activities: preparing and writing essays and analysing model essays. Students will also improve their command of English through a variety of tasks. These will range from error correction to paraphrasing, depending on the content. Key grammar points will be reviewed. The following areas will be covered:

1. Review of grammar (tenses, passive voice, modal verbs, relative clauses)
2. Punctuation.
3. Paragraph and outline of an essay, sequencing ideas
4. Quotations, footnotes, in-text citation and dealing with sources
5. Linking words
6. Personal and impersonal tone
7. Formal register and its characteristics; formal vs informal register
8. Summary and paraphrase
9. Argumentative essays

Teaching and Learning

This module will be taught by means of workshops, which will include solving exercises, explanations, analyzing longer essays and other texts, and discussion, depending on the content of each class, as well as 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	35 hours	(28%)
Seminar	0 hours	(0%)
Workshop	90 hours	(72%)
Total	125 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 60%, will assess learning outcomes 1 and 2.

Coursework, 40%, composed of an in-class exam (30%) and one essay (500 words, 10%), will assess learning outcomes 1-3.

Date of last amendment

30.01.2017

3. MODULE RESOURCES

THE MAIN TEXTBOOK

Hogue, A & A Oshima, 2006, Writing Academic English, Pearson Longman

ADDITIONAL TEXTBOOKS

Graver, B D, 1996, Advanced English Practice, Oxford University Press

Jordan, R R, 2004, Academic Writing Course 3rd edition, Longman,

McCuen, J R, A C Winkler, 2012, From Idea to Essay, 13th edition, Boston

Morley, J, P Doyle & I Pople, 2007, University Writing Course, Express Publishing,
Vince, M, 2009, First Certificate Language Practice. English Grammar and Vocabulary, 4th edition,
Macmillan

Vince, M, 2008, Macmillan English Grammar in Context. Advanced, Macmillan

Vince, M, 2003, Advanced Language Practice, Heinemann,

Required Equipment None.

4. MODULE ORGANISATION

Module leader

Name Mgr. Piotr Kłossowicz

E-mail pklossowicz@gmail.com

Length and month of examination

120 minutes in January

Expected teaching timetable slots

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 13 Feb 2017