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Eötvös Loránd University
Faculty of Education and Psychology
Institute of Education

EDUM-104 ACADEMIC WRITING

Fall Semester, 2018

INSTRUCTOR

Eniko Orsolya Bereczki
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Institute of Education
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OFFICE HOURS

Wednesday 10.00 – 12.00 PM

OFFICE

KAZY 421

COURSE LOCATION

KAZY 205

MEETING TIMES

Thursday 14.00 – 15.30 PM

COURSE DESCRIPTION

This course was designed for upper-intermediate and advanced English level graduate students. Its aim is to help students become competent, confident and critical members of their chosen discourse communities by developing abilities to successfully write in some of the key genres of these communities. The course provides an introduction to the key principles of effective and efficient academic writing, it offers key techniques, guidelines and suggestions to improve students' academic written communication in practice.

COURSE OBJECTIVES

By the end of this course, students will be able to:

- develop deeper awareness of how writers use language to create meaning, show their opinions, manage relationships with readers, and control the organization and development of a text;
- use a variety of strategies and tools to analyze key features (i.e. audience and purpose, organization and structure, information flow, vocabulary, grammar, etc.) of research articles in their field of study and apply this information to their own writing;
- expand their academic vocabulary by learning common academic words and expressions, and analyzing how these are used in their field of study;
- display improved control of written English in their field of study.

MAIN TOPICS

- **Introduction to academic writing**
- **Considerations in academic writing: audience, purpose & strategy, organization, style, flow, presentation, positioning**
- **Text types: general-specific, specific-general**
- **Text types: problem, process, and solution**
- **Writing data commentary**
- **Writing summaries**
- **Writing critiques**
- **Combining text-types in various academic genres: conference proposals, research proposals, book reviews, literature reviews, data commentaries, sections of research articles**

COURSE REQUIREMENTS

1. **Regular attendance.** The class functions as a workshop, not as lecture course, therefore your presence at classes is very important. See attendance policy for further details.
2. **Active participation.** You are expected to participate actively in every class. In this course, active participation includes:
 - being prepared for each class by bringing the required texts or homework;
 - completing all in-class activities and assignments critically and thoughtfully;
 - contributing to both small group and whole-class discussions by commenting and/or asking questions.

If you begin to show a pattern of low participation in class, I will contact you and we will discuss how you can participate more actively. If your participation in the class does not improve after this discussion and remains consistently low, your final grade will be reduced by up to one letter grade.

3. **Homework practice (20%).** You will have regular short homework assignments in first half of the course. These assignments are designed to give you lots of small-scale practice with a wide variety of techniques, strategies, grammar points, and language keys. They will also help you prepare you for class activities. Homework assignments will not be marked in detail but will earn points for completion guided by the following 3-point scale:

[0=Did not turn in]

1=Partially completed/fails to meet basic requirements

2=Completed and meets basic requirements

3=Completed with impressive depth and thoughtfulness

Lowest two homework grades will be dropped.

4. **Three short writing assignments (30%).** In the second half of the course, we will be focusing on various genres of academic writing, which include: conference proposals, research proposals, book reviews, literature reviews, data commentaries, sections of research articles. You will be asked to write short versions of three focus genres using content from your field of study.
5. **One major writing Assignment (50%).** In addition to the short writing assignments that everyone completes, you will be asked to identify one important piece of writing you need to complete in your own program of study. You will then research, plan, draft, and edit this piece of writing, or a section of it, as your major writing assignment for this class.

Attendance. Attendance at 80% of scheduled meetings is expected and necessary for successful completion of this course. Under ELTE policies, you may miss 2 classes without any additional penalties beyond the missed work. If you must miss class unexpectedly due to an illness or other emergency, please, email the instructor as soon as possible.

Adhere to required elements. Guidelines for completing each assignment will be made available prior to the assignment due date on Canvas. You are expected to be aware of the required elements and adhere to those elements when completing assignments. Also, to help ensure successful completion of assignments, you should clarify any questions they may have regarding the requirements of an assignment PRIOR TO completing the assignment for grading.

Late assignments. The assignments of this course are scheduled to coincide with the in-class experiences and thematic topics. As such, all assignments are expected to be completed on-time and in adherence to the guidelines specified for each particular assignment. Late assignments will be accepted for partial credit (20% deduction if less than one week late, 50% deduction if more than one week late). Late assignments will not be accepted for credit after the last regularly scheduled day of class.

Keep backup copies. You are expected to keep a back-up copy of all completed assignments (for archival and documentation purposes) until final grades have been posted. It is also your responsibility to ensure that the instructor has received assignments for grading.

No extra-credit. Extra-credit is not available in this course. To ensure full credit on assignments, be sure to complete all assignments on time and follow the guidelines specified for each particular assignment.

Assignment guidelines. Detailed guidelines for each assignment will be discussed in class and available through Canvas.

COURSE GRADES

The following grading categories apply to percentage of total points earned:

- 5 (100-90%),
- 4 (90-80%),
- 3 (80-70%),
- 2 (70-60%),
- 1 (below 60%)

REQUIRED READING

1. Swales, J. M. and Feak, C. B. (2012). *Academic Writing for Graduate Students: Essential Tasks and Skills*. (3rd ed.). Ann Arbor, MI: University of Michigan Press.
2. Glasman-Deal, H. (2010). *Science Research Writing for Non-native Speakers of English*. World Scientific: London, UK: Imperial College Press

Additional texts may be distributed through the course website.