



SATBAYEV
UNIVERSITY

APPROVED
Head of the Department

« ____ » _____ 2020
Name

SYLLABUS

CODE «NSE1014 Academic Writing»

3 Number of credits

Semester: Spring, 2019-2020 academic year

Almaty, 2020

Satbayev University
School of Economics
Institute of General Education
English Language Department

1. Information about instructor:

Assistant-professor
Saule A.Yeshengazina
Office hours: TBD
Office: #413 Main building
Email: s.eshengazina@gmail.com

Course Description

The course is offered to students who have achieved a 4.5 on the IELTS test. It is designed to raise the students' language competence to the required international standards of academics and future professional needs. The course requires regular guided practice for all four skills (listening, speaking, reading and writing) concentrating on teaching written and spoken expression that is precise and demonstrates higher level thinking skills. Academic English has its own vocabulary and special characteristics that distinguish it from General or Professional English.

Learning Outcomes

Upon successful completion of the course, the student will be able to:

- recognize and understand selected academic words when seen in context;
- develop the micro skills of a competent reader, including skimming, scanning, note-taking, and guessing the meanings of unknown words;
- identify the topic, main idea/thesis, and argument structure when reading and listening;
- distinguish fact from opinion and recognize point of view in reading and listening passages;
- choose a note-taking strategy that enables him or her to best understand and remember lecture content;
- use the writing process (planning, drafting, editing, revising) to clearly express and support an opinion in paragraphs and essays;
- write an extended essay using basic research;
- use APA references and citation style.

LITERATURE:

Required:

1. Philpot S., Curnick L. *New Headway. Academic Skills: Reading, Writing, and Study Skills*. Level 3. Student's Book. Oxford University Press, 2007.
2. Campbell, Colin and Jonathan Smith. *English for Academic Study: Listening* (Course Book). Garnet Publishing, 2007. (EASL)
3. Zemach, Dorothy E. and Lisa A. Rumisek. *Academic Writing: from paragraph to essay*. MacMillan, 2005.
4. Zwier, Lawrence J. *Inside Reading: The Academic Word List in Context 2*. Oxford 2009.

Supplementary:

1. Adams, W. Royce and Becky Patterson. *Developing Reading Versatility 8th Edition*. Thomson Heinle 2001.
2. Campbell, Colin. *English for Academic Study: Vocabulary* (Course Book). Garnet Publishing 2007.
3. Frazier, Laurie and Shalle Leeming. *Lecture Ready 3: Strategies for Academic Listening, Note-taking, and Discussion*. Oxford 2007.
4. McCarthy, Michael and Felicity O'Dell. *Academic Vocabulary in Use*. Cambridge, 2008.

COURSE CALENDAR

*Please note that although your instructor(s) will make his/her best effort to adhere to the course calendar, adjustments may be made for a variety of reasons, including holidays, technical problems, and student performance.

| Week | Module | Reading | Listening | Writing | SIS (Project) |
|-------|--------|--|---|---|--|
| 1 | | Good study habits | Introduce Cornell Method. | The writing process. What is academic writing? | SIS: extended essay writing |
| 2 | 1 | Previewing and predicting | Preliminary thesis, Creating note cards and Evaluating sources (project) | Generating ideas. What is a paragraph? Paragraph writing practice | |
| 3 | | Recognizing main and supporting points | Rationale for note-taking. Note-taking process: previewing, writing, Reviewing | What is an essay? Types of essay Thesis statements | Stage 1 due: Paragraph writing |
| 4 | | Text Cohesion | Revise thesis, Argument mapping (project) | Outlining Critical analysis: brainstorming techniques | |
| 5 | | Patterns | How lectures are structured. | Writing Introductions and Conclusions. Paraphrasing | |
| 6 | 2 | Distinguishing fact from opinion | Anticipate lecture content from the introduction | Drafting the main body of the essay. | |
| 7 | | Timed reading | Note-taking: outlining | | Stage 2 due; Introduction and outline |
| 8 | | MID-TERM | | | |
| 9 | 3 | Research reading | Identify main points and key ideas | Using and Crediting sources APA style of referencing | |
| 10 | | Summarizing ideas | | How to avoid plagiarism | |
| 11 | | Recognizing point of view | Distinguish between main and supporting ideas | In-text citation Making a reference list | Stage 3 Draft 1 is due for peer appraisal |
| 12 | | Recognizing tone Making Inferences | Note-taking: graphic/ mapping method | Writing a summary. Paraphrasing. | Stage 4.Editing and finalizing the essay with in-text citations and reference list |
| 13 | 4 | Dealing with longer texts | Note-taking: other methods | Writing paragraphs with citations | Submission of the essay for grading. |
| 14 | | Summary writing practice | Note-taking: further practice | Incorporating data in the essay | Presentation of the project outcomes. |
| 15 | | End-of-Term Test | Revision. | Timed writing practice | |
| 16-17 | | Final Exam | | | |

EVALUATION

| <i>Attestation period I (30%)</i> | | <i>Attestation period II (30%)</i> | | <i>Examination (40%)</i> | | | | | |
|-----------------------------------|------------|------------------------------------|------------|--------------------------|------------|----------------|------------|----------------|------------|
| Module 1: | 10% | Module 3: | 10% | Listening | 10% | | | | |
| In-class assessment | 5% | In-class assessment | 5% | | | Reading | 15% | | |
| Homework (T/SIS) | 5% | Homework (T/SIS) | 5% | | | | | Writing | 15% |
| Module 2: | 10% | Module 4: | 10% | | | | | | |
| In-class assessment | 5% | In-class assessment | 5% | | | | | | |
| Homework (T/SIS) | 5% | Homework (T/SIS) | 5% | | | | | | |
| Mid-term assessment | 10% | End-of-term assessment | 10% | | | | | | |
| Total | 30% | Total | 30% | Total | 40% | | | | |
| Gross Total | | | | | 100 | | | | |

EXPLANATORY NOTES

There are two attestation periods worth 30% each. The final exam is 40% of the student's grade.

In-class assessment includes classwork, quizzes, and participation.

Homework (T/SIS) is work done outside of class and includes regular assignments as well as the project.

Academic Policy

Academic honesty is expected of all students. Cheating and plagiarism are violations of academic honesty any student found violating the academic policy would receive an automatic "ZERO" for the assignment.

Cheating is the act of obtaining information and data improperly or in a deceitful or dishonest way. Examples of cheating are copying from another student's paper, obtaining information illegally on tests, and using crib notes or deceitful practices.

Late work: All formal papers must be submitted at the beginning of class on the day they are due. There will be a deduction of points. (10% per day)

Please note that it is your responsibility to print assignments well in advance.

Warning: a grade of zero will be given:

- No indication of sources (either in-text or after text)
- Falsification of sources
- Direct plagiarism (taking someone's words as your own, presenting someone's ideas as your own)
- Indirect plagiarism (mechanical paraphrases, electronic translations, other cases decided by the instructor)

Make-up work following an absence

The student is responsible for obtaining all notes and assignments from the classes missed.

All quizzes must be taken on the first day after an absence. These arrangements are the student's responsibility and a Zero will be given for incomplete work.