



SATBAYEV
UNIVERSITY

APPROVED
Head of the Department

Name
« ____ » _____ 2020

SYLLABUS

CODE «NSE1014 Academic Writing» Upper –Intermediate (B2)

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
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Course duration: 45 classroom hours, 15 weeks: 3 classroom hours a week

Level: Intermediate through Upper-Intermediate

The purpose of the course:

- (1) To raise the students' Academic English proficiency to the level of a competent user (6.5 IELTS and higher).
- (2) To develop the students' analytical reading and critical writing skills to the required standards of academics.

Course description:

The course is designed to help the students master their English language analytical reading skills and written and spoken expression with precision and accuracy that corresponds to the required international standards of academics.

The course requires regular practice in 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:

- 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;
- 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.

LITERATURE:

Required:

1. Stephen Bailey. Academic Writing: a Handbook for International Students, third edition. (e-book). Routledge, 2011.

- Philpot S., Curnick L. *New Headway. Academic Skills: Reading, Writing, and Study Skills*. Level 3. Student's Book. Oxford University Press, 2007.

Supplementary:

- Adams, W. Royce and Becky Patterson. *Developing Reading Versatility 8th Edition*. Thomson Heinle 2001.
- Campbell, Colin. *English for Academic Study: Vocabulary (Course Book)*. Garnet Publishing 2007.
- 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.

Academic writing course calendar

Week	Class focus	SIS/Homework
1	Concept of academic writing: types of essays and their features AW Handbook: 1.1 Background to writing	Choosing topics for the essay, reading through sources and choosing 3-5 works to use for writing an essay
2-3	Working with sources for critical essay writing: -critical analysis of the text -finding key points -distinguishing between facts and opinions -note-making techniques AW Handbook: 1.2A Reading: finding suitable sources 1.2B Reading: developing critical approaches 1.5 Finding key points and note-making	Analysis of one of the chosen sources: Task 1: find and highlight the facts used in the text Task 2: find and highlight (with a different color) the opinions in the text Task 3: write out the words or phrases which help to identify facts and opinions Task 4: Make notes of the key ideas using the suitable note-making technique
4-5	Avoiding Plagiarism: -types of plagiarism -APA style -paraphrasing AW Handbook: 1.3 Avoiding plagiarism 1.6 Paraphrasing 1.7 Summarising 1.8 References and quotations 3.14 Verbs of reference	Task 1: Circle the key words in the chosen article. Find at least 2 synonyms for each word (or term) which can be used in this context. Make a glossary Task 2: Summarize the main idea of the article and the author's point of view in your own words in one paragraph. Make an in-text citation APA style Task 3: Make a quotation of the text with a citation Task 4: Paraphrase one of the paragraphs – give a citation
6-7	Writing process 1: -brainstorming -outlining (parallelism) - paragraph structure: writing introductions: conciseness, thesis statements -grammar focus: sentence structure AW Handbook: 1.4 From understanding titles to planning 1.9 Combining sources 1.10 Organising paragraphs 1.11 Introductions and conclusions	Task 1: Make an outline for your essay: -topic -key words - paragraph 1,2,3... -main argument + supporting arguments (if applicable) - conclusion Task 2: Write an introduction for your essay with a strong thesis statement
8	Mid-term exam	
9-10	Writing process 2:	Task 1.: Write the main body of the essay

	-paragraph structure: body paragraphs – arguments and support - cohesion - summarizing the main ideas and writing conclusions AW Handbook: 2.1 Argument and discussion 2.3 Cohesion 3.2 Academic vocabulary 3.11 Synonyms	(draft 1)
11-12	Providing evidence: -adding support to your arguments -introducing examples and definitions -the language of numbers AW Handbook: 2.5 Definitions 2.6 Examples 2.7 Generalisations	Task 1: Extend support for the main ideas in your essay with definitions, examples, quotations etc. and produce the final draft of the essay
13-14	Reviewing: -proofreading for grammar and vocabulary accuracy (grammar patterns overview) -reviewing for ideas (logic of the discussion) 1.12 Re-writing and proof-reading	Task 2: Peer-review one of your group-mate’s essays: make a list of vocabulary and grammar corrections and write your comments on the logic of discussion
15	AW Handbook: 4.5 Writing longer essays <i>Self-assessment exercises</i>	Revision
16-17		Final exam

**SIS ASSIGNMENTS
EXTENDED ESSAY WRITING**

The students are supposed to write a semester-long critical essay that comprises 5 main stages:

- I Identifying the topic for study and data collection**
Extensive critical readings followed by summary writing with citation
- II Making an outline of the essay and writing the Introduction**
- III Drafting the main body of the essay**
- IV Self-appraisal and Peer-review, editing the final draft**
- V Presentation**

GUIDED LISTENING, READING AND WRITING EXERCISES

Students will be requested to do some listening, reading and writing exercises from the Handbook and other resources for class analysis on a regular basis. These tasks will provide background support to students in completing the SIS assignments. The list of the exercises is given in the course calendar.

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%				
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%		

EXPLANATORY NOTES

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.

В рамках обучения по дисциплине недопустимы любые коррупционные проявления в любой форме. Организатор таких действий (преподаватель, студенты или третьи лица по их поручению) несут полную ответственность за нарушение законов РК.