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Office hours: by appointment

**Guidelines for Compulsory Assignment: English-in-Use**

**Two – three** students work together on the assignment. Each student is responsible for a FINAL DRAFT of at least 3 pages DIN4 (6-9 full pages per team).

**Format**:

* Double-spaced **written text**.
* Font: Times New Roman, 12.
* Margins: 2.5 cm on all sides.
* See https://owl.purdue.edu/owl/research\_and\_citation/mla\_style/mla\_formatting\_and\_style\_guide/mla\_general\_format.html for citation and bibliography
* the language point and challenging phrase are extra; in addition to these pages.

**Content:**

1. Find an interesting articles/texts on an IT topic of your choice which you will either interpretively summarize or selectively focus on one part of it by putting the content into your own words/ style in English. Paraphrasing needs sources given as well as direct quotes.
2. The articles/texts should be related to computer science and taken from newspapers, journals, or books, on or off-line; Possible topics: *Future Computers, Google Car, Cloud Computing, 3-D Printing,* etc.

* Include a list of key words with at least 2-3 **challenging expressions / words** which are difficult to explain, one per person. Describe it.

3) Include **one grammar or language point per person**; show an example in

your work; e.g., capitalization, use of commas, tenses, adjectives, etc.)

* Talk about the choice of a certain tense or other grammar point, e.g., “Vista” means a broad mental view, implying something visionary. Underlined is the verb in **simple present, third person**, which means vista could be replaced by the pronoun “it”; the third person, (he, she, it) requires an “s” on the verb in simple present. The simple present was chosen because “vista” has this meaning as a word “always,” as a fact, generally.
* For example, “Changes were welcomed and still are (by Linux and users).”**Passive voice** due to no acting subject (who: the person) in the sentence and emphasis placed on the action.

**Speaking: A report with discussion-questions and answers 10 – 15 minutes:**

* Use Power Point to present your work, use headwords / main focus; or use sentences; include the challenging vocabulary. Visuals are welcome.
* Participation is vital to the project: students listening to presentations are responsible for asking questions, giving commentary or summations. It is necessary to attend at least half of the presentations to fulfil requirements.
* Students need to register officially for the project which is pass/fail and serves as a prerequisite for taking the written exam in July. When all steps are completed satisfactorily students sign the list from the exam’s office which your instructor will provide.

**English-in-Use: Task Begin- April 3**

**Step 1: Preliminaries**

* Find a team member(s) and a topic; look for texts with enough information to make the final draft ***your own*** while providingappropriatecitations of sources (3 texts per person, at least one of them needs to be an academic text. Rule of thumb in writing academic papers: the number of sources equals the number of pages).
* Suggested procedure for interpretative summary or focused emphasis:
  + - Read texts one time through for general meaning
    - Read again picking out main ideas and any essential new vocabulary making notes or underlining key words
    - Divide up texts amongst team members/who works on which part
    - Write down main themes/divisions for paragraphs
    - Choose challenging word/expression to describe
* Give a copy of your original **text(s)** with a plan/strategy: who is responsible for which part, plus a copy of notes/your **preparatory work** to the instructor by **April 3 personally** for suggestions. **Present** your main ideas to the class to get feedback and suggestions (2-3 min).

**Step 2: Writing**

* Explain any necessary words/phrases
* Write a rough draft; main ideas
* Revise: The process whereby you reach a final draft is just as important as the final product!
* Email a copy of the revised draft / interpretative summary as a Word document to your instructor for proofreading by **May 7, at the latest**; the proofread copy of your written work will be returned before your report.

**Step 3: Report / Presentation (about 10 - 15 minutes) May 29, June 5, June 26**

* Prepare a short oral report. Sign up for a time slot.
  + - Use Power Point, to assist you and audience; visuals welcome
    - Report on the content of the text
    - Tell about any experience related to the assignment, humorous or difficult
    - Include new or interesting vocabulary and grammar points
    - Discussion: Answer questions from audience

**Timetable:**

**Step 1:** Begin- March 21: Preliminaries: Text/Notes/Plan **April 4**

**Step 2:** Writing: a revised draft to be proofread by instructor  **May 7**

including challenging vocabulary and grammar point!

**Step 3:** Report; oral presentation telling about your project: **May 29, June 5, 26**

**NOTE: a given date can only be extended upon a written request before the said date occurs**