University of Nottingham
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Reading and Writing in Academic Contexts (RWAC)

Module Handbook

2024
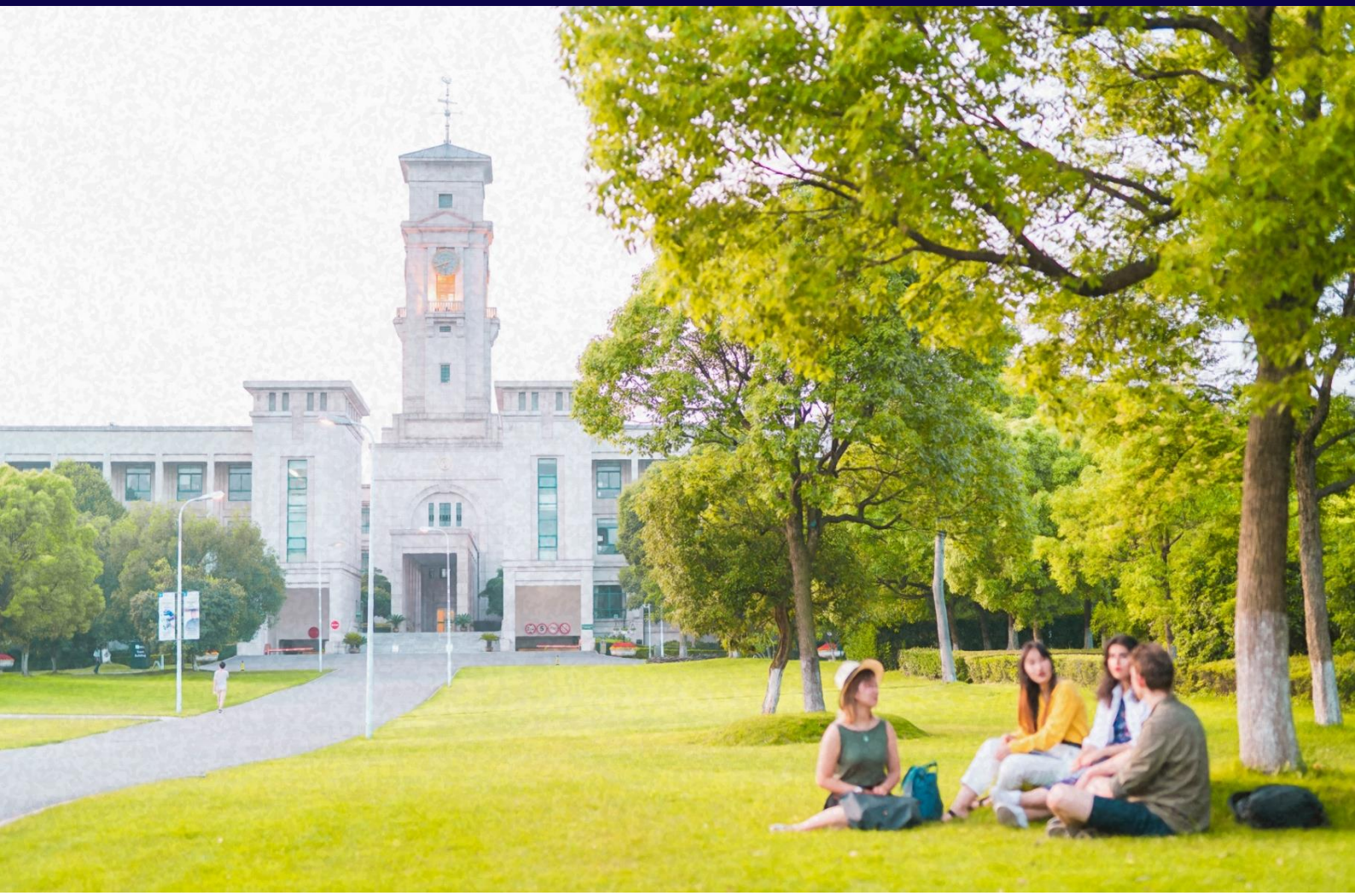
BALEAP accredited

CELE's core First Semester English for Academic Purposes courses Oral Communication Skills A and Reading and Writing in Academic Contexts are accredited by the British Association of Lecturers in English for Academic Purposes (BALEAP).

UNNC is one of only a handful of institutions outside of the UK to have had English for Academic Purposes (EAP) modules accredited through the BALEAP Accreditation Scheme.

Read Here: CELE Provisions Receive BALEAP Accreditation

Contents

About This Handbook

This module handbook contains important information about the course CELEN048 Reading and Writing in Academic Context, commonly called RWAC. Please read it in full at the beginning of the semester to ensure you have a clear understanding of the course and expectations. You should then refer to it whenever you need information about course organisation and assessment requirements.

For further help you should contact the following:

- General enquiries related to the course, lessons or assessments: Your class tutor
- Scheduling or absence issues: The CELE Professional Services Office (CPSO)
- More serious issues or concerns: The Module Convenor

Information	Details
Module Code & Name	CELEN048 Reading and Writing in Academic Contexts
Module Credits	20 Credits
Module Convenor	Lewis Pugsley. Email: Lewis.Pugsley@nottingham.edu.cn
CELE Professional Support Office (CPSO)	• Office Location: Trent Building 315 • Telephone: (0574) 8818 0000 ext.8664 • Email: cpso@nottingham.edu.cn

Welcome to RWAC

Dear Preliminary Year Students,

Welcome to CELEN048: Reading and Writing in Academic Contexts (RWAC).

In Semester 1, we will study the essential knowledge and skills of Reading and Writing in Academic English. It focuses on developing the language, core strategies and skills that will enable you to read and write within a range of undergraduate-level academic contexts. Together we will learn and support each other to achieve academic success in your preliminary year at UNNC.

Our RWAC course offers opportunities for you to embark on a journey of critical thinking in order to find your own voice in the academic community. To be successful, you are encouraged to manage your time properly, develop learner autonomy, and engage with classmates and tutors in the diverse teaching and learning activities we offer such as online course materials, classroom discussions, and academic tutorials.

The Preliminary Year Programme was designed by the Centre for English Language Education (CELE), one of the largest and most well-established English language teaching departments in the world. It combines small-sized classes, one-to-one tutorials and step-by-step curricula across our 50+ modules. Each year, CELE tutors teach thousands of first-year students who come to us for our high-quality academic English and introductory academic content courses, ensuring our students are ready for their degree-level studies in English. More information can be found at: [Preliminary Year Programme - University of Nottingham Ningbo China](#)

In your first year of studies, we hope you have a great experience in the programme and on campus. If you have any questions or need support, please feel free to contact me.

Lewis Pugsley
Module Convenor for CELEN048 RWAC.

1. Values and principles

1a. UNNC vision and values

Our vision is to be a university without borders, where we embrace the opportunities presented by a changing world, and where ambitious people and a creative culture will enable us to change the world for the better.

In all that we do, we value...

Inclusivity	We are a community where everyone can contribute and be appreciated for who they are.
Ambition	We set the highest standards for ourselves and our work and support each other to achieve them.
Openness	We adopt a straightforward and transparent way of communicating with each other and with the world, championing the free exchange of ideas.
Fairness	Our decisions and actions are consistent, impartial and ethical.
Respect	We have regard for each other's rights and feelings, and demonstrate this in our behaviour, treating each other with kindness.

University strategy – University of Nottingham Ningbo China

1b. CELE EAP* Principles

Guided by the BALEAP accreditation, CELE has English for Academic Purposes (EAP) principles to recognise the centre's distinct character. These are shaped by our unique context and the explicit educational values and beliefs that underpin our pedagogical practice.

1. **Developing potential and raising the bar:**
   - Aim high, assess tolerantly
   - Focus on Process (not product)
   - Differentiation
   - Tolerance of ambiguity

2. **Looking forward:**
   - Transferability and relevance
   - Authenticity and meaningfulness: text-based, genre-based, task-based approaches.
   - Criticality and creativity
   - Digital literacy

3. **Working together and independently:**
   - Social constructivist learning approach
   - Learner autonomy and student agency (assessment for learning, peer review, self-assessment)
   - Developing metacognition
   - Dialogic feedback practices

4. **Belonging to the Academy:**
   - Needs-based course design and pedagogy
   - Collaboration between Content and EAP in Y1, and with the faculties beyond Y1 (embedded EAP provision)
   - Transparency and constructive alignment
   - Evidence-based practice (connecting theory and practice)
   - Cultural sensitivity

*EAP is English for Academic Purposes

2. CELEN048 Intended Learning Outcomes

The RWAC course is intended to facilitate students in acquiring competency in three broad areas, as detailed below.

1. **Reading:** *On completion of this course students should be able to...*

1A. Process academic texts, including websites, book chapters, and journal articles (R)
1B. Take structured notes on short general academic texts (R)
1C. Paraphrase and summarize ideas in short general academic texts (R)
1D. Synthesize information from general academic texts (R)

2. **Writing:** *On completion of this course students should be able to...*

2A. Produce academic texts, including short general academic essays (W)
2B. Write clearly and concisely using academic style and register (W)
2C. Apply academic citation practices and referencing conventions (W)
2D. Proofread and edit short academic essays (W)

3. **Academic skills:** *On completion of this course students should be able to...*

3A. Think critically and analytically (AS)
3B. Tolerate ambiguity (AS)
3C. Utilise metacognitive strategies (AS)
3D. Take part in extended academic discourse – essay, seminar discussion, and tutorials (AS)
3E. Learn collaboratively (AS)
3F. Learn autonomously (AS)
3G. Learn reflectively (AS)
3H. Utilise digital tools in reading and writing (AS)

3. CELEN048 Schedule of Learning

Week	Lessons
1	Lesson 1.1 Introduction to genre; introduction to academic writing Lesson 1.2 Introduction to academic reading and note-taking; The IWA Lesson 1.3 Reading and note-taking; diagnostic writing task
2	Lesson 2.1 Essay structure; reflecting on writing Lesson 2.2 Note-taking techniques, paraphrasing, citations Lesson 2.3 Responsible use of AI
3	Lesson 3.1 Using sources to develop a paragraph Lesson 3.2 Coherence and cohesion 1 Lesson 3.3 Planning and essay writing practice (Exam Writing Practice 1)
4	Lesson 4.1 Source use; writing citations Lesson 4.2 Essay Planning Workshop Lesson 4.3 Essay Planning Workshop
5	Lesson 5.1 Paragraph structure; writing topic sentences Lesson 5.2 Coherence and cohesion 2 Lesson 5.3 Hedging in writing
6	Lesson 6.1 Writing introduction paragraphs Lesson 6.2 Writing conclusion paragraphs; cohesion across an essay Lesson 6.3 Cause and effect 1; IWA editing and proofreading
7	**INDEPENDENT LEARNING WEEK (ILW)**
8	Lesson 8.1 Writing clearly and concisely Lesson 8.2 Exam Reading Practice 1 Lesson 8.3 Exam Writing Practice 2 (paragraph); in-class feedback
9	**ACADEMIC TUTORIALS**
10	Lesson 10.1 Exam Reading Practice 2; cause and effect Lesson 10.2 Exam Writing Practice 3 Lesson 10.3 Assessment criteria; understanding and responding to feedback
11	Lesson 11.1 IWA Pre-submission Workshop Lesson 11.2 Review: sentence structure, coherence, cohesion, cause and effect Lesson 11.3 Analysis of sample essays; peer feedback for exam writing 3
12	Lesson 12.1 Exam Practice 1 (reading comprehension) Lesson 12. 2 Exam Practice 2 (essay writing) Lesson 12.3 Final Review

4. CELEN048 Course materials

To support your academic studies in the RWAC Module, you will be provided with the following course materials and channels for communication:

- **Module Handbook**

The module handbook provides a general overview and essential information (including assessment).

- **Module Workbook**

The module workbook is the main booklet for teachers and students to refer to in classes. It is available in both e-version and in print.

- **Moodle**

Moodle is UNNC's Virtual Learning Environment (VLE). There is a specific page for each module, where you will find course materials (including lesson PPT slides), self-study materials and assignment submission boxes.

RWAC Moodle page: [Reading and Writing in Academic Contexts CELEN048 AY2425](#)

Moodle support: learning-technologies@nottingham.edu.cn
[Student Moodle Help - StudentMoodle - Workspace (nottingham.ac.uk)](#)

- **UNNC Email**

Email is the official method of communication. All emails should be written in English and delivered via a UNNC account. Students should not expect any emails to be read, replied to, or acted upon outside of normal working hours.

- **Microsoft Teams**

Each class group has its own dedicated MS Team which can be used for online communication and sharing of materials with your tutor and classmates.
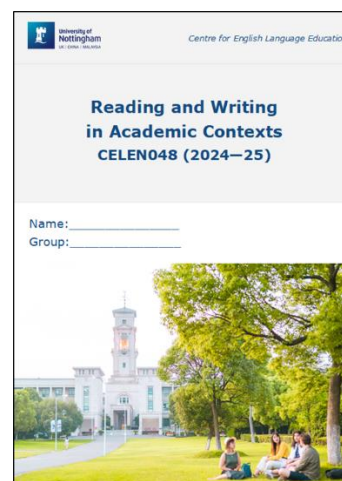
5. CELEN048 Assessment Overview

Independent Writing Assignment	40%	Component 1
Reading Into Writing Examination	60%	Component 2

Note: students must achieve a passing mark (at least 40) in **both** components of the course

Independent Writing Assignment (IWA)	
Weighting	40% of overall module mark
Date set	September 26th 2024
Date submitted	December 12th 2024 15:00 (China Standard Time)
Word count	800 words +/- 10% (= 720-880 words)
Submitted via	Turnitin Submission Box on Module Moodle page
Feedback	10-15 drag and drop comments; 125-175 words of written feedback <u>for failing papers only</u>
Notes	A more detailed explanation of the IWA requirements is provided on the CELE N048 Moodle page

Reading Into Writing Examination	
Weighting	60% of overall module mark
Date and Time	Scheduled during University Exam Weeks
Duration	120 minutes / 2 hours
Topics	Issues of Global Concern: Food and Farming, Climate Change, Water
Assessment	Offline. Traditional examination-hall assessment type
Feedback	3 numerical marks plotted against published descriptors: Task Fulfilment; Coherence and Cohesion; Academic Language

Appendix 1:
Independent Writing Assignment Information

The Independent Writing Assignment provides our preliminary year students with the opportunity to demonstrate a developing understanding of the requirements of [reading and] writing in the university context, which might be quite different to the kinds of writing tasks you have managed in the past.

In this assessment, which is set in the Week 1 and submitted in Week 11 of the semester, you will write an essay in response to a task title which is the same for all students. The RWAC course is designed to help you as you research, plan, and draft your essay, providing you with understanding and skills which can inform all of your writing through your four years at UNNC.

At all stages you will be supported. A plan for your essay will be discussed with your RWAC tutor in Week 4 of the Semester. In Week 7, you will submit a draft version of the essay on which your RWAC Tutor will provide written feedback and advice. In Week 9, you will meet that tutor for a short individual tutorial: your opportunity to clarify items in the written feedback and solicit further suggestions.

A more detailed explanation of the IWA requirements is provided on the CELEN048 RWAC Moodle page. You can also find there the Reading List, the Formatting and Submission Requirements, and pdf versions of the source material that you will use in researching your answer to the task.

More detail about how your work will be assessed, in RWAC and all of you Preliminary Year courses, can be found on the CELE Assessments Moodle page

Appendix 2:
Reading Into Writing Examination Information

This examination is of the traditional 'closed-book' type that you will remember from your schooldays. You will take the exam in an examination room and should familiarise yourself with the information on p.37 of the Preliminary Year Student Handbook before taking this or any other CELE exam.

The exam itself has two components:

| Reading Comprehension Questions | 35% |
| The Essay, written in response to a task title | 65% |

When you open the exam paper, you will see two texts, called Input Text 1 and Input Text 2. These two texts together will comprise about 1800-1900 words, with Input Text 1 slightly longer than Input Text 2. The texts will be on the same topic [or very similar topics].

Examination Part 1
You will read Input Text 1 and then answer reading comprehension questions on this text. All the answers to these questions can be found in that text and there is no need to read Input Text 2 at this stage. The questions on Input Text 1 are of six types:

- Reading for main ideas
- Reading for detail
- Inferencing
- Vocabulary – guessing meaning from context
- Cohesion – links across a text
- Paraphrasing

Examination Part 2
In the second part of the examination, you will read Input Text 2 and use information from this text AND Input Text 1 to write an essay in answer to a task.

- The essay should be around 400 words
- The question will be related to the topic of the texts
- The question will be about the effects of something, for example how exercise can impact a person's wellbeing
- You must use ideas from **both** input texts as support for your own ideas and must mention the source of the information as you use it. For example, "Input Text 1 says that..."

The skills required for success in the examination will be taught through the course and there are multiple points at which timetabled lessons explicitly prepare you for taking this exam. In Weeks 11 and 12 of the course, you will practice writing under timed conditions and will be given feedback on your work. There will also be samples and models provided for you to analyse.

A more detailed explanation of the Examination requirements is provided on the CELEN048 RWAC Moodle page.

More detail about how your work will be assessed, in RWAC and all of you Preliminary Year courses, can be found on the CELE Assessments Moodle page.

Appendix 3:
Key documents and policies

- CELE Preliminary Year (UNNC) (24-25)

[Module: CELE Preliminary Year (UNNC) (24-25) | moodle.Nottingham](#)

- CELE Student Handbook (24-25)

[CELE-CELECS-UNNC-2425: UG Preliminary Year Student Handbook 2024-25 | moodle.Nottingham](#)

- Attendance & Extenuating Circumstances (EC) Policy

[Module: CELE Preliminary Year (UNNC) (24-25) | moodle.Nottingham](#)

- CELE Email Policy

[CELE Email Policy](#)

- Preliminary Year Academic Misconduct Policy

[Module: CELE Preliminary Year (UNNC) (24-25) | moodle.Nottingham](#)

- Quality Manual

[Quality Manual - The University of Nottingham](#)

Appendix 4:
In-Sessional Support

The Writing Lab@UNNC provides English-language and academic study support and guidance for all students. Through 1-1 advising, workshops, lectures, discussion groups, and bespoke modules, experienced specialists help students improve as writers, speakers, listeners, readers and more.

Website: [The Writing Lab@UNNC - University of Nottingham Ningbo China](#)

The Writing Lab provides:

- one-to-one advising which is individual and personalized. Students can book this in advance and can have a maximum of five advising sections per semester. Students can ask for advice on any academic or university life-skill topic.

- academic workshops that are related to the learning objectives of the three major English for Academic Purposes courses that all students in the Preliminary Year take.

- self-study online support for students who wish to review or extend their knowledge and skills.

To contact the Writing Lab, students should email Writinglab@nottingham.edu.cn

Information about booking one-to-one advising, the topics of the weekly workshops, and online self-study materials is available on the Writing Lab Moodle page.

Moodle page: [Module: The Writing Lab@UNNC – Y1 (UNNC) | moodle.Nottingham](#)

Appendix 5:
Academic Calendar AY2425

Academic Calendar 2024-2025

Sem	Timetable Week	Semester Week	Week Beginning Date	Year 1 Students	2nd, 3rd, 4th Year & Masters
1	1	1	16/09/2024	Registration & Induction	Registration & Induction
	2	2	23/09/2024	Teaching	Teaching
	3	3	30/09/2024	National Holiday (No teaching)	National Holiday (No teaching)
	4	4	07/10/2024	Teaching	Teaching
	5	5	14/10/2024	Teaching	Teaching
	6	6	21/10/2024	Teaching	Teaching
	7	7	28/10/2024	Teaching	Teaching
	8	8	04/11/2024	Teaching	Teaching
	9	9	11/11/2024	Mid-sem Exams & Tutorials	Teaching
	10	10	18/11/2024	Teaching	Teaching
	11	11	25/11/2024	Teaching	Teaching
	12	12	02/12/2024	Teaching	Teaching
	13	13	09/12/2024	Teaching	Teaching
	14	14	16/12/2024	Teaching	Teaching/Revision
	15	-	23/12/2024	Self-Study Week	Self-Study Week
	16	Exams	30/12/2024	Exams*	Exams*
	17	Exams	06/01/2025	Exams	Exams
	18	Exams	13/01/2025	Exams	Exams
	19	-	20/01/2025	Student Vacation	Student Vacation
	20	-	27/01/2025	Student Vacation	Student Vacation
	21	-	03/02/2025	Spring Festival	Spring Festival
	22	-	10/02/2025	Spring Festival	Spring Festival
2	23	1	17/02/2025	Teaching	Teaching
	24	2	24/02/2025	Teaching	Teaching
	25	3	03/03/2025	Teaching	Teaching
	26	4	10/03/2025	Teaching	Teaching
	27	5	17/03/2025	Teaching	Teaching
	28	6	24/03/2025	Teaching	Teaching
	29	7	31/03/2025	Teaching	Teaching
	30	8	07/04/2025	Mid-sem Exams & Tutorials	Teaching
	31	9	14/04/2025	Teaching	Teaching
	32	10	21/04/2025	Teaching	Teaching
	33	11	28/04/2025	Teaching	Teaching
	34	12	05/05/2025	Teaching	Teaching/Revision
	35	Exams	12/05/2025	Exams	Exams
	36	Exams	19/05/2025	Exams	Exams
	37	Exams	26/05/2025	Exams	Exams
	38	-	02/06/2025		
Summer Period	39	-	09/06/2025	Start of Summer Period	Start of Summer Period
	40	-	16/06/2025	-	-
	41	-	23/06/2025	-	-
	42	-	30/06/2025	-	-
	43	-	07/07/2025	-	-
	44	-	14/07/2025	-	-
	45	-	21/07/2025	-	-
	46	-	28/07/2025	-	-
	47	-	04/08/2025	-	-
	48	-	11/08/2025	-	-
	49	-	18/08/2025	Resits	Resits
	50	-	25/08/2025	-	Resits
	51	-	01/09/2025	-	-
	52	-	08/09/2025		

*Autumn Semester Exams start from Monday 30 December 2024. Wednesday 1 January 2025 will remain as holiday with no exams.

University Regulations stipulate that "Students are expected to remain in residence throughout the full period of each semester, as published, including the first and last days which are full working days."

Key Colours: Teaching Weeks   Exam Weeks   Vacation Weeks   Registration and Induction

References

Biggs, J. B. and Tang, C. (2011) *Teaching for quality learning at university* (4th ed.). Maidenhead: Open University Press.

Brewer, S., Roche, C., Schmitt, D., Slaght, J. and Anneli, W. (2013) *Can Do Framework: Competency statements for international students.* Available at: https://www.baleap.org/wp-content/uploads/2016/04/Can_Do_Framework__with_sample_activities_April_2013.pdf (Accessed: 4 September 2024).

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