

## Master Student Schedule (2022-2023 Semester One)

The following master schedule gives you an overview of the lessons each week. The actual arrangement in individual classes might be slightly different from what has been described below due to various constraints, e.g., public holidays. You should **check the simplified student schedule of your class pattern** (e.g., Wednesday only (3 hours)) for any special arrangement (e.g., make-up classes during the Reading Week, in-class tasks scheduled as homework). Please **consult your class teachers** for further instructions.

Week	In-class Activities	Independent Learning Components	Moodle Modules
<b>Week 1</b>	<p>Getting to know you</p> <p>Watch the <b>course introduction video</b> (You can access the video through the <i>CAES1000 Central Course Moodle</i>)</p> <p>Complete the <b>short quiz</b> on the <i>Central Course Moodle</i> to check your understanding of the course content</p> <p>Introduction to the <b>5 Moodle modules, assessment tasks, and attendance rules</b></p> <p><b>Diagnostic Writing Task</b> (around 90 mins)</p> <p>Buy the <b>course textbook (revised 2<sup>nd</sup> edition)</b></p>	<p>If you miss the Diagnostic Writing Task in Week 1, you should complete it in your own time and then email it to your class teacher for marking and feedback before Week 2.</p> <p>Watch the <b>Learning Transfer video</b> on the Central Course Moodle (under the section of “Course Introduction, Rules and Teacher Contact List”).</p>	<p>1 Unit of <i>Citation &amp; Referencing Moodle</i> (assessed)</p>
<b>Week 2</b>	<p>Receive your <b>Diagnostic Writing Task</b></p> <p>Introduction to the <i>Developing Academic Writing Skills Booklet (Complete Task 1)</i> - (Teacher Feedback + Peer Review / Students identify specific <i>Grammar</i> and <i>Vocabulary Moodle</i> tasks to complete based on feedback)</p> <p><b>UNIT 1: Introduction to features of academic writing</b></p>	<p>Watch 3 short videos on the Central Course Moodle:</p> <p><b>(1) Reading-for-Writing video</b> (under the section of “Writing Assessments”)</p> <p><b>(2) Introduction to using Google Scholar</b> (under the section of “Independent Learning Tasks” → “Searching for Academic Sources”)</p> <p><b>(3) Introduction to using Find@HKUL</b> (under the section of “Independent</p>	<p>1 Unit of <i>Citation &amp; Referencing Moodle</i> (assessed)</p> <p><i>Grammar and Vocab Moodle</i> tasks (non-assessed)</p>

	<p>Complete “<b>Enrichment Activity 1</b>” <b>Arguing for a Critical Stance – How to Critically Read/Respond to Source Texts</b> in the <i>Developing Academic Writing Skills Booklet</i></p> <p><b>The writing topic of Task 2 Essay is DIFFERENT from that of the Diagnostic Writing. The Programme Coordinator will upload the Task 2 Essay writing topic to the Central Course Moodle by the end of Week 1.</b></p>	<p>Learning Tasks” → “Searching for Academic Sources”)</p> <p>Watch the <b>Learning Transfer video</b> on the Central Course Moodle (under the section of “Course Introduction, Rules and Teacher Contact List”) (if not yet done).</p> <p>Start working on the units/ tasks on <b>Avoiding Plagiarism and Developing Citation &amp; Referencing Skills Moodle</b> by the deadline <b><u>(5 October 2022 Wednesday 11:55pm)</u></b></p> <p>Start working on <b>Task 2 Essay (Writing 25%, Annotations 5%)</b> in the <i>Developing Academic Writing Skills Booklet</i> <b>(to be submitted on <u>12 October 2022 Wednesday 5:00pm</u> during the Reading Week)</b></p>	
<b>Week 3</b>	<p>Complete <b>Enrichment Activity 2: Reading-Writing Connections</b> in the <i>Developing Academic Writing Skills Booklet</i></p> <p>There are three parts:</p> <ol style="list-style-type: none"> <li>The crucial role of reading in relation to writing</li> <li>The approaches or strategies facilitating critical reading</li> <li>Practice: Source-based writing</li> </ol>	<p>Completing all the units/ tasks on <b>Avoiding Plagiarism and Developing Citation &amp; Referencing Skills Moodle</b> by the deadline <b><u>(5 October 2022 Wednesday 11:55pm)</u></b></p> <p>Start working on <b>Task 2 Essay (Writing 25%, Annotations 5%)</b> in the <i>Developing Academic Writing Skills Booklet</i> <b>(to be submitted on <u>12 October 2022 Wednesday 5:00pm</u> during the Reading Week)</b></p>	<p>1 Unit of <i>Citation &amp; Referencing Moodle</i> (assessed)</p> <p><i>Grammar and Vocab Moodle</i> tasks (non-assessed)</p>

		Prepare a Task 2 Essay draft for an in-class peer review in Week 4	
<b>Week 4</b>	<p>Complete <b>Enrichment Activity 3: Effective Paraphrasing and Appropriate Use of Sources</b> in the <i>Developing Academic Writing Skills Booklet</i></p> <p>Do a <b>peer review for Task 2 Essay</b> in the <i>Developing Academic Writing Skills Booklet</i></p> <p>Read <b>the submission guidelines of Task 2 Essay</b> (assessed) in the <i>Developing Academic Writing Skills Booklet</i></p>	<p>Completing all the units/ tasks on <b>Avoiding Plagiarism and Developing Citation &amp; Referencing Skills Moodle</b> by the deadline (<b>5 October 2022 Wednesday 11:55pm</b>)</p> <p>Start working on <b>Task 2 Essay (Writing 25%, Annotations 5%)</b> in the <i>Developing Academic Writing Skills Booklet</i> (<b>to be submitted on 12 October 2022 Wednesday 5:00pm during the Reading Week</b>)</p>	Grammar and Vocab Moodle tasks (non-assessed)
<b>Week 5</b>	<p>Do <b>UNIT 2: Note-taking (pp. 32-33, 36-48)</b></p> <p>Do <b>UNIT 2: Task 3 Analysing Assignment Topics (pp. 34-35)</b></p> <p>Do <b>UNIT 2: Task 12-14 Paraphrasing (pp. 50-53)</b></p> <p><b>UNIT 3: The Language of Expressing a Stance: Counterargument and Rebuttal</b></p>	<p>Completing all the units/ tasks on <b>Avoiding Plagiarism and Developing Citation &amp; Referencing Skills Moodle</b> by the deadline (<b>5 October 2022 Wednesday 11:55pm</b>)</p> <p><b>Submit your Task 2 Essay (Writing 25%, Annotations 5%) on 12 October 2022 Wednesday 5:00pm during the Reading Week</b></p> <p>Watch the <b>Turnitin Independent Learning Task video “Analyzing your Work for Plagiarism”</b> on the Central</p>	<p>Grammar and Vocab Moodle tasks (non-assessed)</p> <p>Refer to the ppt files and exemplars of student discussions in the <i>Speaking Moodle</i> (non-assessed)</p>

		Course Moodle (under the section of “Independent Learning Tasks”) to learn how to analyse your originality report	
<b>Week 6</b>	<p><b>UNIT 4: Synthesising Ideas in a Paragraph or Section (Cohesion &amp; Synthesis)</b></p> <p>Read the <b>submission guidelines of Task 3 Report</b> (assessed) in the <i>Developing Academic Writing Skills Booklet</i></p> <p>Supplementary slides on <i>Effective Paraphrasing: Students’ common problems with in-text citations and paraphrasing</i> (available on the <i>Course Moodle</i>)</p> <p><b>The writing topic of Task 3 Report is DIFFERENT from that of the Diagnostic Writing. The Programme Coordinator will upload the Task 3 Report writing topic to the Central Course Moodle during the Reading Week.</b></p>	Prepare for <b>Speaking Tutorial Discussion 1</b>	<p><i>Grammar and Vocab Moodle</i> tasks (non-assessed)</p> <p>Refer to the ppt files and exemplars of student discussions in the <i>Speaking Moodle</i> (non-assessed)</p>
<p style="text-align: center;"><b>10-15 October (Reading Week)</b></p> <p style="text-align: center;"><b>Deadline for Task 2 Essay (25%) + Annotations (5%): 12 October (Wed) 5:00pm</b></p>			
<b>Week 7</b>	<p><b>Speaking Tutorial 1: Speaking Input</b></p> <p><b>UNIT 1: Introduction to Features of Academic Speaking</b></p> <p><b>UNIT 2: Transforming Written Language into Spoken Language</b></p>	<p>Prepare for <b>Speaking Tutorial 2</b></p> <p><b>Prepare a draft for Task 3 Report (Writing 35%, Annotations 5%) for Peer Review in Week 12</b></p>	<p><i>Grammar and Vocab Moodle</i> tasks (non-assessed)</p> <p>Refer to the ppt files and exemplars of student discussions in the</p>

	<p><b>Unit 3: Practise Critical Questioning</b></p> <p><b>Unit 4: Practise Linking and Changing Topics</b></p> <p><b>Spoken Citation Task</b> (supplementary handout)</p>	<p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	<p><i>Speaking Moodle</i> (non-assessed)</p>
<b>Week 8</b>	<p><b>Speaking Tutorial 2: Tutorial Discussion Practice (in groups)</b></p> <p><b>(Check with your class teacher for the arrangement)</b></p>	<p><b>Prepare a draft for Task 3 Report (Writing 35%, Annotations 5%) for Peer Review in Week 12</b></p> <p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	<p><i>Grammar and Vocab Moodle</i> tasks (non-assessed)</p> <p>Refer to the ppt files and exemplars of student discussions in the <i>Speaking Moodle</i> (non-assessed)</p>
<b>Week 9</b>	<p>Receive comments from your class teacher on your <b>Task 2 Essay writing</b></p> <p>Read <b>Diagnostic Writing exemplars</b> (Topic: Expansion of Higher Education) (available on the <i>Course Moodle</i>)</p> <p><b>UNIT 5: Structuring Academic Texts: Introductions, Conclusions, Cohesion of Ideas (Tasks 1-7, pp. 114-132)</b></p> <p><b>UNIT 5: Academic Speaking (Tasks 1-2, pp. 134-136)</b></p> <p><b>Preparation Tips for CAES1000 Speaking Test</b> (available on the <i>Course Moodle</i>)</p>	<p>Prepare for the <b>Mock Speaking Test</b></p> <p><b>Prepare a draft for Task 3 Report (Writing 35%, Annotations 5%) for Peer Review in Week 12</b></p> <p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	<p>Refer to the ppt files and exemplars of student discussions in the <i>Speaking Moodle</i> (non-assessed)</p>

<b>Week 10</b>	<p><b>Mock Speaking Test</b> (guidelines and related documents available in the section of “Speaking Assessments” on the <i>Central Course Moodle</i>)</p> <p>(Check with your class teacher for the arrangement)</p>	<p>Prepare for the <b>Speaking Test (30%) in Week 11</b></p> <p><b>Prepare a draft for Task 3 Report (Writing 35%, Annotations 5%) for Peer Review in Week 12</b></p> <p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	<p>Refer to the ppt files and exemplars of student discussions in the <i>Speaking Moodle</i> (non-assessed)</p>
<b>Week 11</b>	<p><b>Speaking Test (assessed 30%)</b> (guidelines and related documents available in the section of “Speaking Assessments” on the <i>Course Moodle</i>)</p> <p>(Check with your class teacher for the arrangement)</p>	<p><b>Prepare a draft for Task 3 Report (Writing 35%, Annotations 5%) for Peer Review in Week 12</b></p> <p>Watch the <b>Learning Transfer video</b> on the Central Course Moodle (under the section of “Course Introduction, Rules and Teacher Contact List”) (refreshing memory)</p> <p>Prepare for the <b>Learning Transfer exercise</b> in Week 12</p> <p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	
<b>Week 12</b>	<p><b>Peer Review for Task 3 Report</b> in the <i>Developing Academic Writing Skills Booklet</i></p> <p><b>Analyse Writing Exemplars</b> (available in the folder of “Writing</p>	<p><b>Submit your Task 3 Report on <u>7 Dec 2022 Wednesday 5:00pm</u> (Writing 35%, Annotations 5%)</b></p>	

	<p>Exemplars” under the section of “Writing Assessments” on the <i>Course Moodle</i>)</p> <p><b>Complete the Learning Transfer exercise</b></p> <p><b>Academic Writing: Wrap-up</b></p> <p><b>Course Evaluation (SFTL + CQQ)</b></p>		
<p><b>Deadline for Task 3 Report (35%) + Annotations (5%):</b></p> <p><b>7 December 2022 (Wed) 5:00pm</b></p>			