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Welcome TAN SOON JIN   2014/2015, Semester 2, Week 3

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ES1102
English for Academic Purposes (2014/2015, Semester 2)

Module

➡Description

Module Facilitators

Weblinks

Class Roster

Guest Roster

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Timetable

Assessment

Discussion Forum

Workbin

ES1102 : English for Academic Purposes ▲▼

Created: 02-Jul-2010, Updated: 10-Dec-2014

Synopsis | Aims & Objectives | Teaching Modes | Prerequisites | Assessment | Schedule | Course Policies and Expectations | Preclusions | Workload

Module Code	**ES1102**
Module Title	**English for Academic Purposes**
Semester	**Semester 2, 2014/2015**
Modular Credits	0
Faculty	Non-Faculty-Based Departments (Ctr For English Language Communication)
Timetable	Timetable
Module Facilitators	Click to view who is teaching the module.
Weblinks	This is the most important weblink for ES1102, the Course Website: http://courses.nus.edu.sg/celc/ES1102/index.html
	The ES1102 Symbaloo webmix contains various resources for developing student writing, increasing awareness of academic writing culture, developing academic vocabulary, and generating ideas for writing assignments. http://edu.symbaloo.com/mix/es1102ontheweb
	The "Academic Culture" site of NUS provides an orientation to university culture. It introduces you to academic practices which help you integrate into the NUS community. http://emodule.nus.edu.sg/ac/
	The Purdue Online Writing Lab provides grammar and other writing resources and style guides; written permission to use this weblink was obtained from Linda S. Bergmann, Director of the Writing Lab, on August 13, 2010 and from Allen Brizee, OWL Coordinator, on August 27, 2008. http://owl.english.purdue.edu/
	Turnitin is a web-based service which helps you and your tutor verify the originality of your writing assignments. To gain familiarity with the use of this online service, students and tutors must consult the Turnitin user's manual at http://www.turnitin.com/static/support/guides_manuals.html http://www.cit.nus.edu.sg/plagiarism-prevention/
	Source documentation is an integral aspect of academic writing. The OWL at Purdue provides a user-friendly version of the APA style for source documentation. For other styles used in disciplinary writing, consult these resources: http://www.dianahacker.com/resdoc/ http://www.lib.monash.edu.au/tutorials/citing/ http://owl.english.purdue.edu/owl/resource/560/01/

The official website of the 6th edition of the APA style contains guides and FAQs that you will find useful when citing sources in your writing assignments.
http://www.apastyle.org/learn/tutorials/brief-guide.aspx

Academic Writing: Notes and Exercises Other related sites:
http://elc.polyu.edu.hk/cill/eap/matchingformalphrasal.htm
http://elc.polyu.edu.hk/cill/eap/matching-formality.htm
http://elc.polyu.edu.hk/cill/eap/academicstyle.htm
http://elc.polyu.edu.hk/cill/eap/relativeclauses.htm
http://elc.polyu.edu.hk/cill/eap/wordlists.htm

Prefixes, suffixes, spelling and pronunciation Determiners, nouns and pronouns Adjectives and adverbs Verbs and tenses Modals and conditionals Conjunctions and clauses Prepositions and phrases
http://www.bbc.co.uk/worldservice/learningenglish/grammar/learnit/index.shtml

Collocations
http://www.bbc.co.uk/worldservice/learningenglish/grammar/learnit/learnitv104.shtml

Cengage Learning Online Study Center
http://college.cengage.com/english/resources/elibrary/1e/students/index.html Language Guide to Transfer Errors
http://college.cengage.com/english/raimes/keys_writers/3e/instructors/esl/transfer.html
http://college.cengage.com/english/resources/elibrary/1e/students/index.html

This Registrar's Circular No. 1 AY 2012/2013 briefly outlines the key academic policies and procedures established by the NUS Senate and administration which all students are expected to comply with at all times.
https://share.nus.edu.sg/registrar/student/circulars/REGCirNo1-RO-482-12.pdf

Tags   --

Synopsis | Aims & Objectives | Teaching Modes | Prerequisites | Assessment | Schedule | Course Policies and Expectations | Preclusions | Workload

Synopsis   Top

Welcome to ES 1102, *English for Academic Purposes.* This module aims to help you to respond to your academic English language and study skills needs. These *needs* include

- understanding and synthesising academic and non-academic texts;
- critically analysing and evaluating academic texts;
- selecting and integrating relevant information into your writing;
- writing a range of academic genres—problem-solution essay, critical response and critical reflection;
- monitoring your own progress, identifying your own strengths and weaknesses in writing, and devising a plan to improve your writing;
- understanding why and how to practice academic integrity; and
- using grammar and other language conventions accurately in context.

This module adopts a reading-into-writing approach using themed readings as springboard texts for your writing and provides opportunities for analysing and internalising ways of organising academic texts.

ES1102 runs for 12 weeks with two two-hour tutorials a week.

Aims & Objectives

Learning Outcomes for the main skill areas

Reading
You should be able to understand the meaning and organisation of academic and non-academic texts by

- critically analysing the writer's thesis, thesis-paragraph connections, and connections between paragraphs;
- evaluating a writer's assertions, assumptions, values and beliefs; and
- exploring strategies, including those from your first language, which can be effectively used to access the meaning of texts.

Writing
You should be able to

- extend concepts from your reading for organisation into your writing;
- analyse and interpret essay prompts/examination questions;
- develop a thesis, support it with evidence, acknowledge others' opinions or views, and write with authority;
- summarise and synthesise information from reading and integrate this into your writing;
- write a critical response to an academic text;
- write a critical reflection on own learning experience;
- analyse the problem and its impact of a given issue, identify and critically evaluate the effectiveness of existing solutions, and logically propose one's own solutions;
- peer review other students' work;
- create and maintain a portfolio of your own writing; and
- know why and how to practise academic integrity by using in-text citations and end-of-text references appropriately.

Grammar
You should be able to

- develop and demonstrate a clear understanding of grammar conventions;
- develop an awareness of why you tend to make frequent errors in particular areas of grammar and work on rectifying the issues or words to that effect; and
- provide meaningful explanations of grammatical conventions for correcting grammatical inaccuracies in various texts.

Monitor own progress
You should be able to create and maintain a writing portfolio, thereby

- monitoring your own progress through writing multiple drafts;
- identifying your own strengths and weaknesses in writing; and
- devising a plan to improve your writing.

Teaching Modes

Mode of Learning

This module presupposes that with your tutor's instruction and guidance, you should be able to take charge of your own learning. Therefore, while you will learn through in-class instruction, tutor feedback and tutor-student consultation, you are also expected to learn through class discussions, peer reviews of your writing assignments, grammar tasks, small group discussions, and online grammar exercises. Your active interaction within all aspects of the course is essential.

Prerequisites

Pre-requisite

To be eligible for this module, you should have either been identified for placement through the Qualifying English Test (QET) or obtained a "Pass" in the ES1000 Basic English module.

Assessment

Awarding of marks

While your work will be continuously reviewed and you will be awarded marks for your efforts throughout the course, you will also have an opportunity to demonstrate your learning at the end of it with a Final Exam Essay. The marks are allocated as follows:

Continuous Review	70%
Final Essay	30%
Total	**100%**

The following shows the weighting of the continuous review components for this module and their mode of assessment.

Component	Weighting
Reader Response	10%
Critical Reflection	10%
Problem-solution Essay (2nd draft = 5% ; Final draft = 20%)	25%
Online Grammar Exercises	5%
Writing Portfolio	10%
Interaction	10%
Final Exam Essay	30%
	100%

Important Information about the Final Essay and Final Course Grade

You must make sure you sit for the Final Essay as there will not be any chance to re-do that portion of the course in the same semester. You will be required to re-take the whole module in the following semester if you do not obtain a "Pass", i.e. Grade "D" or above. **You will not be allowed to graduate from NUS until you pass this module.**

Semester 2, AY2014/2015   **Final Exam Essay: tentatively** *Friday, April 24th, 2015* The Registrar's Office will announce the Final Essay venue at the Examination Timetable URL:

Schedule

SCHEDULE
Semester 2, Academic Year 2014/2015 (Finalized January 5 2015)

Week 1 (Jan 12 – Jan 16) Online registration	**Tutorial 1**	**Tutorial 2**
Week 2 (Jan 19 – Jan 23)	• <u>Introducing ES1102</u> • Review plagiarism • Do "Ice-breaking" activity • <u>Introducing The Writing Portfolio</u> • <u>Introducing Reflective Writing</u> • Write & submit ***Descriptive Reflection****. Theme: *My English Language Learning Journey,* or *The Importance of Writing in English* (250-300 words)	• <u>Revisiting Grammar</u> • <u>Getting The Most Out Of Academic Texts</u>
Week 3 (Jan 26 – Jan 30)	• Review tutor's feedback on *Descriptive Reflection* • Continue <u>Revisiting Grammar</u> • <u>Paraphrasing & Summarising</u>	• Continue…<u>Paraphrasing & Summarising</u> • Complete the plagiarism quiz after class
Week 4 (Feb 2 – Feb 6)	• <u>Reading and Writing a Reader Response</u> • Practice writing a summary and extend it to a reader response • NOTE: The Online Grammar Exercises (OGE) at the IVLE Assessment site are accessible beginning Mon Feb 2 at 9:00am. The OGE site closes at 9:00am on Fri April 17.	• <u>Using Outlines & Other Graphic Organisers</u> • Outline *Reader Response* • Write ***Reader Response, Draft 1,*** **by following week (500-600 words)** • Introduce <u>The Essay Process</u> (800-900 words)

Week 5 (Feb 9 – Feb 13)	• Submit **Reader Response Draft 1** (500-600 words) for peer review • Complete peer review • Do *Text-Editing Exercises 1 & 2*	• Review *Text-editing Exercises 1 & 2* • Submit **Reader Response Draft 2** for tutor feedback (Include in-text citations)
Week 6 (Feb 16 – Feb 20) CNY Holiday: Feb 19 and 20	• Continue <u>The Essay Process</u> (800-900 words) • <u>Developing Thesis Statements & Outlines</u> • <u>Sourcing for Research Articles</u> • Write **Essay Outline** and **Draft 1** • Submit **Reader Response Draft 3 for assessment** (10%). Include in-text citations. Optional: 4th draft for portfolio.	• Continue …<u>The Essay Process</u> (800-900 words) • Continue… <u>Developing Thesis Statements & Outlines</u>
Recess Week (Feb 23 – Feb 27)		
Week 7 (March 2 – March 6)	• Continue … <u>The Essay Process</u> (800-900 words) • Submit **Essay Draft 1** for peer review. • Complete peer review	• Continue…<u>The Essay Process</u> (800-900 words) • <u>Features of Academic Writing</u> • Continue **essay peer review**
Week 8 (March 9 – March 13) **E-learning Week**	• <u>APA Referencing Guide</u> • Online *APA Quiz and Exercises* • <u>Relative Clauses & Word Families</u>	• Submit **Essay Draft 2 for assessment (5%).** Include in-text and end-of text citations for essay.

Week 9 (March 16 – March 20)	• Class discussion on E-learning Week • Discuss sample essays • <u>Academic Vocabulary</u>	• **Conference with tutor on *Essay* Draft 2** • **Do (out of class) *Online Grammar Exercises***
Week 10 (March 23 – March 27)	• **Conference with tutor on *Essay* Draft 2** • Complete (out of class) *Text-Editing* (authentic) *Exercises 3 & 4* • Do (out of class) **Online Grammar Exercises**	• **Conference with tutor on *Essay* Draft 2** • Complete (out of class) *Text-Editing* (authentic) *Exercises 3 & 4* • Do (out of class) **Online Grammar Exercises**
Week 11 (March 30 – April 3) Public Holiday: Easter April 3	• **Conference with tutor on *Essay* Draft 2** • Do (out of class) **Online Grammar Exercises** • Write (in class) & submit **Critical Reflection, Draft 1. Theme: *My Academic Writing*** (300-400 words) • Submit **Essay Draft 3** for assessment (20%)	• Review *Text Editing Exercises 3 and 4*
Week 12 (April 6– April 10)	• **Conference (in class) with tutor on *Final Essay*** • **OPTIONAL: Give *Essay Presentation* (contributes to interaction score)**	• **Conference (in class) with tutor on *Final Essay*** • **OPTIONAL: Give *Essay Presentation***
Week 13 (April 13– April 17)	• **Conference (in class) with tutor on *Final Essay*** • **OPTIONAL: Give *Essay Presentation***	• Write (in class) & submit **Critical Reflection, Draft 2,** for assessment (10%) • Finalize portfolio (10%) • Do course wrap up
Reading Week	• (Make-up lesson as needed)	Final Essay Exam Venue to be announced by Registrar's Office **_Friday April 24_**

Course Policies and Expectations

Class Participation

Classes begin with the **First Tutorial in Week 2.**

You are expected to participate actively in class.

Participation includes accessing the course readings from each unit on the course website and **completing any reading assignments made by your tutor before each tutorial.** If you have not done this your interaction grade may be lowered.

Participation does not include arriving late, doing work unrelated to ES1102 during tutorials, sleeping in class, or using computers or other electronic devices for matters unrelated to ES1102.

Punctuality

Please take not that

- you will be considered absent if you arrive more than 20 minutes late.
- you should not leave a tutorial before the class officially ends without notifying your tutor. Your tutor may allow you to leave early if you have a valid reason for doing so.
- classes will begin on the hour and end 25 minutes to the hour. For example, a class that is scheduled as 8:00 to 10:00 am will begin at 8:00 am and end at 9:35 am.

Excessive Absence

It is your responsibility to inform your tutor if you will be absent. If you have two consecutive absences or a total of two absences or more, the Vice Dean of your faculty will be informed.

Leave of Absence

If you apply for leave or attend university events for reasons considered valid by your faculty, you must complete your leave application at the Vice Dean's office of your faculty and give your tutor an official notice of the approval and inclusive dates of your leave.

Withdrawal

It is your responsibility to handle the requirements for withdrawal from any university course yourself. You must complete the full paperwork for your withdrawal with your faculty Vice Dean and the Registrar's Office. Your tutor and the ES1102 coordinators do not handle "Withdraw" and "Drop" matters. The Add /Drop module guidelines are on the Registrar's Office website.

IVLE ES1102 and Course Website

You must regularly consult the ES1102 website and your IVLE Workbin for ES1102 and other online resources assigned by your tutor, such as class blogs or Facebook site.

NUS Email Inbox

Please check your NUS email regularly for course-related messages.

Late Submission

Assignments which are submitted late may receive **a deduction of marks.**

Make-up Assignments

If you are going to miss any assignment for legitimate and foreseeable reasons, email your tutor at least one week before to request the opportunity to make alternative arrangements. For legitimate and unforeseeable reasons, email your tutor no later than one week after the assignment to request the opportunity to do the assignment. Your reason must be supported with written confirmation (e.g., medical certificate or official communication from the Faculty Dean or Vice Dean). Otherwise, you will not be allowed to do a make-up assignment.

Note on links to websites:

The URLs provided here may be updated by office webmasters, in which case you will need to conduct a web search, or look for the link at the Registrar Office's website (http://www.nus.edu.sg/registrar/) or the main NUS website (http://www.nus.edu.sg/).

Academic Integrity and NUS Code of Conduct

Make sure you have a clear understanding of the following resources which provide information on academic honesty and plagiarism:

- NUS Honour Code at http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html
- NUS online module on Academic Culture at http://emodule.nus.edu.sg/ac/
- Turnitin at the NUS CIT site, http://www.cit.nus.edu.sg/plagiarism-prevention/

Plagiarism, collusion, other unethical text borrowing practices, and scholastic dishonesty are subject to university/faculty proceedings.

Statements and E-Resources on Plagiarism
It is important to note that plagiarism is an academic offence that is taken very seriously by the University, as stated in the NUS Code of Student Conduct (Clause 4) and the notice on plagiarism on the NUS website:

NUS Code of Student Conduct (Clause 4)

The University takes a strict view of cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. Any student who is found to have engaged in such misconduct will be subject to disciplinary action by the University.

Source: NUS Office of Student Affairs website (www.nus.edu.sg/osa/coc)

NUS Notice on the NUS Code of Conduct

NUS students are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University and the wider Singapore community.

The Code of Student Conduct (published by the Office of Student Affairs) is intended to guide students' conduct in both the academic and non-academic aspects of their University life by providing an overview of the behavior generally expected of them as a member of the University community.

One of the fundamental principles on which this Code is based is that of "Academic, Professional, and Personal Integrity".

In this respect, it is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a prerequisite condition in the pursuit and acquisition of knowledge.

Academic dishonesty is any misrepresentation with the intent to deceive or failure to acknowledge the source or falsification of information or inaccuracy of statements or cheating at examinations/tests or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as 'the practice of taking someone else's work or ideas and passing them off as one's own' *(The New Oxford Dictionary of English)*. The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student's own.

- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
    - Supervised examinations will require less detail in referencing and acknowledgement.
    - Papers written other than under examination conditions will require a full citation of all the sources utilised. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the sources cited.

- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary action. In addition, the student may receive no grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module. Such a student caught plagiarizing would have to take that module for grade and not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person.

Source: NUS Registrar's Office website (http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html)

To ensure that students taking CELC courses understand what plagiarism is and how to avoid it, they are required to view the e-module entitled NUS Academic Culture module and read the articles listed below. Students will then have to take a quiz on plagiarism in the CELC module that they are taking.

Academic Culture Module
Click on the following link and view at least the two sections on "Plagiarism" and "Penalties":
http://emodule.nus.edu.sg/ac/launch.htm

- Go to Academic Ethics > Plagiarism

This section answers the questions:

1. What is plagiarism?
2. How can plagiarism be avoided?

- Go to Academic Ethics > Penalties

This section answers the questions

1. What happens when someone is caught for plagiarism?
2. Does being found guilty of plagiarism mean expulsion from the University?

Articles on Plagiarism
Click on the links below and read the three articles on plagiarism.

1. "Plagiarism: What It Is and How to Recognize and Avoid It"

http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

2. "Avoiding Plagiarism"

http://sja.ucdavis.edu/files/plagiarism.pdf

3. "Plagiarism and How to Avoid It"

http://www.cdtl.nus.edu.sg/success/sl7.htm

Preclusions   Top

NIL

Workload   Top

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