

ES1103

English for Academic Purposes



INTRODUCTION

Centre for English Language Communication

Course Coordinator:
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Introducing ES1103

Welcome to ES1103, *English for Academic Purposes*.

This course carries **four Units (Course Credits)** and aims to help you improve your various academic English writing skills.

ES1103 specifically aims to:

- develop your proficiency in writing in an academic context
- enhance your discourse ability and audience awareness
- prepare you to meet the writing requirements of your university programmes

Course Learning Outcomes

By the end of this course, you should be able to:

- **read critically** and **select appropriately** from a range of texts and **paraphrase, summarise and synthesise** them to integrate into your own writing
- demonstrate an **awareness of the process of writing academic** texts, including appropriate thinking strategies
- **write coherent and accurate academic texts** by making choices appropriate to the task and context
- demonstrate an **awareness of academic integrity** and citation conventions
- develop some **understanding of your discipline discourse specificity** and understand how ES1103 knowledge might be applied in your undergraduate courses

Teaching and Learning Activities

In this course, you will work individually, in pairs and in groups to:

- produce context-appropriate, cohesive and accurate writing through drafting, revising, peer and tutor feedback. In particular, writing a range of academic genre: a synthesis, a problem-solution essay and a critical reflection
- analyse assignment prompts from various disciplines
- explore the texts and genres used in various disciplines at university
- complete text analysis activities to increase your awareness of common academic language features and how these contribute to the meanings made in various disciplines and contexts
- search, evaluate and select sources to support your arguments and claims
- practise paraphrasing and synthesising skills
- practise using APA as a citation style and learn how to use source management platforms
- relate your knowledge and skills to the expectations of your disciplines and other modules
- analyse various academic writing contexts to make the appropriate genre and register choices in your writing
- see texts from the reader's perspective by engaging in peer reviewing tasks

Throughout the semester, you will be required to engage actively in all tasks both in and out of the classroom. With your active engagement, you will learn through instruction, tutor feedback and tutor-student consultation, as well as through discussion, peer reviews of your writing assignments, and text analysis. Your *active interaction* in all aspects of the course is essential.

Assessment

There are **five** written coursework assessments (CAs).

The weightings of the Continuous Review (CAs and Participation) components carry 100% and are as follows.

Component	Weighting
CA1: Synthesis Task	20%
CA2: Problem-Solution Essay (Part 1) First Draft	10%
CA3: Problem-Solution Essay (Part 1) Second Draft	20%
CA4: Problem-Solution Essay (Part 2)	20%
CA5: Problem-Solution Essay (Complete)	10%
Participation (with Text Analysis Assignment)	20%
	100%

Continuous Assessment (CA) Assignments

CA	Focus
1	Synthesis Task Write a synthesis indicating and defending an overall stance on the given issue by using information from at least three of the articles provided.
2	Problem-Solution Essay (Part 1) First Draft Write about 500 words +/- 10% to cover the <i>Introduction and Problem</i> aspects of the essay (in-text citations only).
3	Problem-Solution Essay (Part 1) Second Draft After peer review, rewrite the first draft in about 500 words +/- 10% to cover the <i>Introduction and Problem</i> aspects of the essay (in-text citations only).
4	Problem-Solution Essay (Part 2) Write about 500 words +/- 10% to cover the <i>Solutions, Recommendations and Conclusion</i> of the essay (in-text citations only).
5	Problem-Solution Essay (Complete) Combine CA3 and CA4 to create a complete essay with <i>References</i> .

Text Analysis Presentation

Create a narrated slide presentation of a brief analysis of a chosen text with reference to the four Linguistic Toolkits and other features of academic writing.

Syllabus and Schedule

Week 1	No tutorial
Week 2	Tutorial 1 Introducing ES1103 Academic Genres and Language Paraphrasing and Summarising
Week 3	Tutorial 2 Integrating Sources and Expressing Stance Synthesising Sources
Week 4	Tutorial 3 The Essay Writing Process (1) The Essay Writing Process (2)
Week 5	Tutorial 4 Writing Cohesive Texts Writing Introductions
Week 6	Tutorial 5 Logical Relations and Complex Sentences Noun Groups and Nominalisation
Week 7	Tutorial 6 Academic Style and Register
Week 8	Consultations on CA3 (Essay Part 1, Second Draft)
Week 9	Consultations on CA3 (Essay Part 1, Second Draft)
Week 10	Tutorial 7 Evaluating, Recommending and Concluding APA Referencing
Week 11	Tutorial 8 Preparing a Text Analysis Presentation Reflection on the Module
Week 12	Consultations on CA4 (Essay part 2)
Week 13	Consultations on CA4 (Essay part 2)

Course Policies and Expectations

Class Participation

There are 8 tutorials and two consultation sessions scheduled for this course this semester.

Participation includes accessing the course materials in ES1103 Canvas and attending the tutorials. There is one three-hour tutorial per week beginning in Week 2. It is essential that you read the handouts before each tutorial and complete the required activities before and after class.

Punctuality

Please ensure that you are punctual so as not to disrupt the tutorials and activities. Speak with or email your tutor if you know you will be late or if you have a valid reason to leave early.

Always keep your tutor informed if you miss a tutorial or must miss several tutorials. Your tutor can then give you access to the materials covered and help you catch up.

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 ES1103 coordinators do not handle "Withdraw" and "Drop" matters. The Add /Drop module guidelines are on the Registrar's Office website.

ES1103 Canvas platform

You must consult ES1103 on Canvas regularly.

The 'Modules' folder contains the core resources, tutorial notes and information about the CAs. Your Sectional Group might also have its own folder for additional, specific materials, and for assessment submission.

Other online resources such as discussion forums may be assigned by your individual tutor.

NUS Email Inbox

Please check your NUS email regularly for ES1103-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.

Academic Integrity and NUS Code of Conduct

Make sure you have a clear understanding of academic honesty and plagiarism. Plagiarism, collusion, other unethical text borrowing practices, and scholastic dishonesty are subject to university/faculty proceedings.

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

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 behaviour 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 Office of Student Affairs website

Academic Honesty

Students at the National University of Singapore are expected to submit their original work. To avoid plagiarism, students must acknowledge the use of borrowed information by citing their sources. Students who commit or attempt to commit, or cause or attempt to cause any other person to commit any of the following offences, may be subject to disciplinary proceedings according to NUS Statute 6 (Clause 3 I):

“plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty”

Please refer to this website for more information:

<https://www.nus.edu.sg/registrar/docs/info/administrative-policies-procedures/statute06.pdf>

Plagiarism (including self-plagiarism) is a serious offence. According to the NUS Plagiarism Policy, academic units will impose sanctions against students who plagiarise work at a ‘minor’, ‘moderate’, or ‘serious’ level.

Please refer to this website for more information:

<https://myportal.nus.edu.sg/studentportal/student-discipline/all/docs/NUS-Plagiarism-Policy.pdf>

Communication

Please remember that frequent and timely communication with your group tutor is especially important.

If there is anything you need, please approach your tutor, who will be happy to help.

We hope you enjoy ES1103 and find the module instructive, useful and fulfilling.