

## Advanced Academic Writing for English Language Learners

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**Office hours: Mo: 11:15am – 12:45pm**  
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This course is a continuation of 02.507 (Academic writing for English Language Learners). The level is advanced; writing, reading and editing are emphasized. Topics relevant to students are discussed. Hands-on approach means that relevant and real life examples, texts and problems are discussed and analyzed.

NOTE: Students who successfully passed 02.507 already can register without taking a placement test. Students who believe their English proficiency is advanced will need to take a placement test. If they do not pass the test, they should register for 02.507.

Grading: The course is taken on a Satisfactory/Unsatisfactory basis

### **Topics/Issues to be covered in the class:**

#### ***Approaching Academic Writing***

- audience
- purpose and strategy
- organization
- style
- vocabulary shift => formal grammar style, academic vocabulary

#### ***Writing Stages – advanced level, applied to each text type being covered***

- Organizing
- Drafting
- Revising
- Editing
- Reading (critical, analytical, constructive)

#### ***General-Specific Texts***

- general statements & definitions
- competing, contrastive, comparative definitions
- problem, process, solution structure
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#### ***Various Types of Academic Texts***

- Research papers
- Proposals
- Comparisons/contrasts
- Expositions
- Essays
- Arguments (deductive, inductive)

- Process texts
- Summaries
- (Critiques – if interest)
- (Presentations/Talks – if interest)

***Hedging in Academic Text in English***

- The issue of overstatements, generalizations
- The role and importance of hedges in academic text
- Various types of hedges

***Other writing tasks:***

- Paraphrasing
- Summarizing
- Abstract writing

***Language & Grammar Issues – as needed, possible topics include:***

- Sentences/phrases, simple, compound, complex
- Sentence length
- Parallelism
- Text construction
- Nouns, pronouns, verbs – meanings, text functions
- Subject-verb agreement
- Verb tenses
- Voice – passive, active
- Adjectives
- Adverbs
- Problems: run-ons, sentence fragments, dangling & misplaced modifiers
- Punctuation, mechanics
- Synonyms
- Transitional words
- -ing clauses
- any other grammar issues – as needed

These topics are not set in stone – according to students’ needs, we will cover additional topics as needed.

Published essays, research papers, abstracts etc will be used to exemplify any issue or topic. Students are welcome to use papers/articles from their own fields – please feel free to email me any article/paper you’d like to be analyzed in class (I will need about a week to include it in our course work).

There will be plenty of hand-outs with various practical word-lists (to-be-avoided lists, most-used lists, lists of synonyms to expand your repertoire, and other helpful info).

**HOW TO CONTACT ME:** The best way to contact me is via email.

No tests in this class. There will be weekly or bi-weekly mini assignments. Use as much of your own writing (your own research papers/articles from your field) as you can in this course.

### ***Academic and Attendance Expectations:***

There are only two grades: *satisfied/unsatisfied* (*Pass/Fail*). In order to pass this course, the following is essential:

- Your attendance
- Completing all assignments, exercises etc.

If you miss more than **3** classes, it will become very difficult (if at all possible) to keep up with our classroom work, lectures and your overall learning and progress. This may lead to a failing grade. Always communicate with me if you have to miss a class. You will need to hand in any missed assignments ASAP. If you need any help, again, do not hesitate to contact me.

If you have any serious reason to miss more than three classes, talk to me and I will be happy to find a way to accommodate and help you.

**Always check your emails – it is the most efficient way for us to communicate.**

### **Textbooks:**

- 1) Academic Writing for Graduate Students: Essential Tasks and Skills, 2nd ed., Swales and Feak, The University of Michigan Press , ISBN: 978-0-472-08856-0 (= „Blue Book“ = BB)
- 2) Academic Writing and Publishing: A Practical Handbook, Ames Hartley, Routledge, ISBN: 978-0-415-45322-6 (AWP)

### **PRELIMINARY SCHEDULE:**

**PLEASE NOTE:** AWP assigned readings are to be completed BEFORE the class for which they are assigned.

**Practicum** and **discussion** are always part of each class.

This schedule is only **preliminary**, it will change according to **your** needs.

**Jan 26, 2012:** introduction, academic writing basics – handouts

**Feb 2, 2012:** placement test – most common mistakes, intro: practicum:  
grammar/style (examples)  
writing process: handout

**Feb 9, 2012:** BB: Unit 1, AWP: Section 1/Intro

**Feb 16, 2012:** BB: finish Unit 1 (attnt: punctuation, summary)

**Feb 23, 2012:** AWP: pp. 23-28, 31-37, 37-39  
BB: Unit 2

**March 1, 2012:** AWP: pp. 165, 53-65  
BB: Unit 4

**March 8, 2012:** AWP: pp. 101-108  
BB: finish Unit 4

**March 15, 2012:** BB: Unit 5

**March 22, 2012:** AWP: pp. 45-51  
BB: Unit 3

**March 29, 2012:** BB: finish Unit 3

**April 5, 2012:** AWP: pp. 41, 67, 71, 95, 111, 131, 137, 169 – questions?, discussion:  
AWP: Guidelines: p. 183  
BB: Unit 7

**April 12, 2012:** finish BB: Unit 7

**April 19, 2012:** BB: Unit 8

**April 26, 2012:** finish BB: Unit 8, Unit 6

**May 3, 2012:** last class – review, questions, discussion

## Academic Writing, Spring 2012

### **IMPORTANT POLICIES AND GUIDELINES:**

- this course is designed to help you improve your writing skills - we (the Graduate School of Education and/or the instructor) do **NOT provide proofreading/editing services**. However, I DO encourage you to use your own content writing (use your field/specialty) for abstracts, paragraphs and any other writing assignments so that this course is relevant to you. We do not proofread your COMPLETE papers and/or other writing for publication.

- **ATTENDANCE:** please note that if you need to **miss MORE than 3 (three) classes, talk to me** - to miss more than 3 classes means that you are missing a lot of material which will prevent you from further improving and learning - always talk to me, I will gladly find a way for you to catch up to continue smoothly with our course work/material

- **GRADING POLICY:** there are **no grades in this course** (only PASS/NOT PASS) - you will PASS if you

1) follow the official attendance policy

2) hand in **ALL** the assignments **ON TIME** - for every **three late assignments, there will be one more assignment** to hand in **UNLESS YOU TALK TO ME** when you know you will be late with your assignment

(I do not grade your assignments/homeworks; I check your assignments and give you a detailed feedback so that you can improve your writing skills - if you cannot finish an assignment on time, again, **ALWAYS** talk to me so that we can work out an extended deadline)

- there are weekly assignments, these can be writing tasks, reading tasks or evaluating/constructive reading tasks (this task means you will be asked to read a text and then evaluate it in writing) -> this, however, is not set in stone - depending on your needs, we may have more than one assignment per week OR fewer

**THE BEST WAY TO CONTACT ME - EMAIL:** miriam\_margala@uml.edu