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| |  |  | | --- | --- | | PEOPLE’S COMMITTEE OF BINH DUONG PROVINCE  **THU DAU MOT UNIVERSITY** | **SOCIALIST REPUBLIC OF VIETNAM**  **Independence – Freedom - Happiness** |   **UNDERGRADUATE PROGRAMME**  **MAJOR: ENGLISH LANGUAGE**  **COURSE SYLLABUS**  **1. General information:**   |  | | --- | | * Course title: **PRACTICE ENGLISH ACADEMIC WRITING (2+2)** | | * Course title in Vietnamese:**LUYỆN VIẾT TIẾNG ANH HỌC THUẬT** | | * Course code: **AV217** | | * Types of knowledge/skills:   🞏 General 🗹 Fundamentals  🞏 Disciplines 🞏 Graduation project/paper | | * Credit units: **4**   ⏵No. of theoretical periods: **30**  ⏵No. of practical periods: **60** | | * Project: **0** | | * Self-study: **180 periods**   ⏵Reading materials: **60 periods**  ⏵Doing exercises: **120 periods**  ⏵Doing other activities (if any): **0** | | * Pre-requisites: **Reading - Writing 5, Practice Academic Writing 1, Practice Academic Writing 2**. | | * Prior courses: **Public Speaking** | |  |

**2. Course Description:**

The course covers writing process, elements of writing, accuracy in writing and writing models.

**3. Course Goals:**

- The course enables students to know how to write essays and reports academically.

- The students are aware of the purpose of academic writing, types of academic writing and their characteristics.

- The course also shows students how to find reference sources and how to cite in order to avoid plagiarism.

- The course also helps the students how to paraphrase or summarize paragraph contents, how to choose words, how to organize ideas and arrange them according to different writing genres such as letters, emails, CVs, reports, case studies, lieterature reviews, questionaires and long essays.

-The course also enables the students learn strategies to pratice academic writing effectively.

**4. Text and Learning Materials:**

* **Required textbooks:**

[1] Bailey, S. (2011). *Academic Writing – A Handbook for International Students,* 3rd*edition*.Taylor & Francis Group e-Library: Routledge.

* **Optional textbooks:**

[2] Jordan, R.R. (2003). *Academic Writing Course*. London: Nelson/ Longman.

* **Suggested readings:**

[3] www.britishcouncil.vn

**5. Course Outcomes (CELOx):**

**Attribute to the Proramme Outcomes (ELOx):**

**N**: Non Supportive; **S**: Supportive; **H**: Highly Supportive

|  |  |
| --- | --- |
| **Course**  **code** | **Course**  **title** |
| AV217 | **P.E.A.W** | ELO1 | ELO2 | ELO3 | ELO4 | ELO5 | ELO6 | ELO7 |
| **N** | **N** | **H** | **S** | **S** | **N** | **N** |
| ELO8 | ELO9 | ELO10 | ELO11 | ELO12 | ELO13 | ELO14 |
| **S** | **H** | **N** | **S** | **N** | **H** | **S** |

Course outcomes are described in detail in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course expected learning outcomes(CELOx)** | | | **Program**  **Outcomes**  **(ELOx)** |
| Knowledge | CELO1 | Learn writing skills for different genres of academic writing | ELO3,  ELO4, ELO5  ELO9 |
| CELO2 | Know how to use words, grammar, and reference materials; how to cite and how use them to write different genres completely |
| Skills | CELO3 | Distinguish different kinds of writing such cause-effect essays, problem-solution essays, reports, letters, emails, CVs, case studies, articles, and literature reviews | ELO3, ELO9,  ELO11 |
| CELO4 | Write different genres of highly academic writing |
| Attitude | CELO5 | Encourage students’ self-study spirit based on teaching aim that is learner-centered | ELO8,  ELO13, ELO14 |

**6. Performance Indicators**

| **CELOx** | **Performance Indicator**  **(LO.x.x)** | **Description of performance indicator** |
| --- | --- | --- |
| CELO1 | CELO1.1 | Identify how to write different genres of academic papers |
| CELO1.2 | Make detailed outlines for different genres of academic papers |
| CELO2 | CELO2 | Know how to use linguistic knowledge into writing papers |
| CELO3 | CELO3.1 | Distinguish and organize different formats/ organizations of each writing genre |
| CELO3.2 | Build and accumulate knowledge of vocabulary and structures necessary to write topics related to each genre |
| CELO4 | CELO4 | Synthesize and show knowledge learned from writing different genres of writing clearly and coherence |
| CELO5 | CELO5.1 | Participate in group activities actively |
| CELO5.2 | Learn scientifically and creatively |
| CELO5.3 | Discuss actively and be ready to give individual opinions about any topics related to study content |

**7. Grading and Assessment:**

| **Assessment**  **methods** | **Contents** | | **Date** | **Performance**  **Indicators** | **Weight**  **(%)** |
| --- | --- | --- | --- | --- | --- |
| **Mid-course assessment** | | | | | **50** |
| A1. Progress | | Participate in class activities and practice writing in class | Weeks  1-18 | CELO1.2, CELO4,  CELO5.1,CELO5.3 | 10 |
| Do the assignment (according to the teacher’s demand, individual or group writing, and the teacher marks about 5 certain writing papers. | Weeks  1-18 | CELO3.1,CELO3.2,  CELO4,CELO5.1,  CELO5.3 | 40 |
| **Final course assessment** | | | | | **50** |
| A2. Final | | Students submit their own research paper within 10 days after the course completion (Teacher collects student’s paper and corrects them) | Weeks  1-18 | CELO3.1,CELO3.2,  CELO4 | 50 |

**8. Course Outlines:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Contents** | **Teaching and learning activities** | **Performance**  **indicators** | **References** |
| 1  (periods 1-5) | Lectures introduces:   * Subject: Academic Writing (60 periods) * Student book/ reference books/websites * The Goals/Expected learning outcomes and requirements of the subject * Ways of evaluation * Teaching plans for 12 weeks * Test format   Students tells about their motivations/ plans/ suggestions for better learning  ***-* Part 1: The writing process**  1.1. Background to writing  1.2A. Reading: finding suitable sources  1.2B. Reading: developing critical approaches  **Homework:**  - Unit 1(cont.), pp.30-49 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach * Teacher prepares exercises, activities, writing topics to evaluate students’ writing abilities generally * Students listen to teacher’s guide, give their voice about expectations and suggestions for learning Academic writing course better * Teach students about characteristics of academic writing in English | CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.1-29* |
|  | **Self-study:**  Unit 1: Structure and cohesion | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.9-13 |
| 2  (periods 6-10) | **- Part 1: The writing process (cont.)**  1.3. Avoiding plagiarism  1.4. From understanding titles to planning  1.5. Finding key points and note-making  **Homework:**  - Unit 1(cont.), pp.50-71 | **Teaching methods:**  A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.30-49* |
|  | **Self-study:**  Unit 2: Description: Process and procedure | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp. 14-20 |
| 3 (periods 11-15) | **Part 1: The writing process (cont.)**  1.6. Paraphrasing  1.7. Summarizing  1.8. References and quotations  **Homework:**  - Unit 1(cont.), pp.72-100 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.50-71* |
|  | **Self-study:**  Unit 3: Description: Physical | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp. 21-26 |
| 4  (periods 16-20) | **Part 1: The writing process (cont.)**  1.9. Combining sources  1.10.Organising paragraphs  1.11. Introductions and conclusions  1.12. Re-writing and proof-reading  Homework:  - Part 2, pp. 101-114 | **Teaching methods:**  A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.72-100* |
|  | **Self-study:**  Unit 4: Narrative | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.27-33 |
| 5  (periods 11-25) | **Part 2: Elements of writing**  2.1. Argument and discussion  2.2. Cause and effect  Homework  -Part 2 (cont.), pp. 115-133 | **Teaching methods**   * A combinationation of different approaches, especially communicative approach | CELO.1  CELO1.2,  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.101-114* |
|  | **Self-study:**  Unit 5: Definitions | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.34-38 |
| 6 (periods 25-30) | **Part 2: Elements of writing**  2.3. Cohesion  2.4. Comparisons  2.5. Definitions  2.6. Examples  Homework: Part 2 (cont.), pp.134-149 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.115-133* |
|  | **Self-study:**  Unit 6: Exemplification | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.39-42 |
| 7  (periods 31-35) | **Part 2: Elements of writing (cont.)**  2.7. Generalizations  2.8. Numbers  2.9. Problems and solutions  Homework:  - Part 2 (cont), pp. 150-172 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.134-149* |
|  | **Self-study:**  Unit 7: Classification | Study materials at home | CELO5 | [2] , Jordan, R.R. (2003). *Academic Writing Course*, pp.43-50 |
| 8  (periods 36-40) | **Part 2: Elements of writing (cont.)**  2.10. Style  2.11. Visual information  2.12. Working in groups  **Homework:**  - Part 3, pp. 175-187 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.150-172* |
|  | **Self-study:**  Unit 8: Comparison and contrast  Unit 9: Cause and effect | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*., pp.51-63 |
| 9  (periods 41-45) | **Part 3: Accuracy in writing**  3.1. Abbreviations  3.2. Academic writing  3.3. Articles  Homework:  - Part 3 (cont.), pp. 188-197 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.175-187* |
|  | **Self-study:**  Unit 10: Generalisation, qualification and caution  Unit 11:Interpretation of data | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.64-75 |
| 10 (periods 46-50) | **Part 3: Accuracy in writing**  3.4. Caution  3.5. Conjunctions  Homework: Part 3 (cont), pp.192-211 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.188-197* |
|  | **Self-study:**  Unit 12: Discussion | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*., pp.76-81 |
| 11  (periods 51-55) | **Part 3: Accuracy in writing (cont.)**  3.6. Conjunctions  3.7. Prefixes and suffixes  3.8. Prepositions  Homework:  - Part 3 (cont.), pp. 212-230 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO2  CELO3.2  CELO3.3  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.192-211* |
|  | **Self-study:**  Unit 13: Introductions and conclusions | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*., pp.82-87 |
| 12 (periods 56-60 | **Part 3: Accuracy in writing (cont.)**  3.9. Punctuation  3.10. Singular or plural  3.11. Synonyms  3.12. Time words  Homework: Part 3 (cont.), pp.231-246 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.212-230* |
|  | **Self-study:**  Unit 14: Academic style | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.88-92 |
| 13  (periods 61-65) | **Part 3: Accuracy in writing (cont.)**  3.13. Verbs – passives  3.14. Verbs of reference  3.15. Verbs – tenses  Homework:  - Part 4, pp.249-253 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO2  CELO3.2  CELO3.3  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.231-246* |
|  | **Self-study:**  Unit 15: Paraphrasing and summarising | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.93-97 |
| 14 (periods 66-70) | **Part 4: Writing models**  4.1. Formal letters and emails  Homework: Part 4: (cont.), pp.254-256 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.249-253* |
|  | **Self-study:**  Unit 16: Quotation and referencing | Study materials at home | CELO5 | [2 , Jordan, R.R. (2003). *Academic Writing Course*, pp.98-104 |
| 15  (periods 71-75) | **Part 4: Writing models**  4.2. Writing CVs  **Homework:**  - Part 4 (cont.), pp. 257- 266 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO2  CELO3.2  CELO3.3  CELO4 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.254-256* |
|  | **Self-study:**  Unit 17: Surveys, questionaires and projects | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.105-111 |
| 16 (periods 76-80) | **Part 4: Writing models (cont.)**  4.3. Reports, case studies and literature reviews  Homework: Part 4 (cont.), pp.267-272 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO1.1  CELO1.2  CELO3.2  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.257-266* |
|  | **Self-study:**  Unit 18: Proofreading | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.112-119 |
| 17  (periods  81-85) | **Part 4: Writing models (cont.)**  4.4. Designing and reporting surveys  **Homework:**  - Part 4 (cont.), pp. 273-280 | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach | CELO2  CELO3.2  CELO3.3  CELO5.1  CELO5.2  CELO5.3 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.267-272* |
|  | **Self-study:**  Unit 19: Examinaitons | Study materials at home | CELO5 | [2], Jordan, R.R. (2003). *Academic Writing Course*, pp.120-125 |
| 18  (periods 86-90) | **Part 4: Writing models (cont.)**  4.5. Writing longer essays  -Revision for final test  - The lecturer delivers students’ midterm test writing with correction  - The lecturer tells students their scores for class activities, homework and final tests | **Teaching methods:**   * A combinationation of different approaches, especially communicative approach * Continue to give opinions on groups’ writing papers * Consolidate the course * Remind students about final test | CELO2  CELO3.2  CELO3.3  CELO4  CELO5.1  CELO5.2  CELO5 | [1], Bailey, S. (2011). *Academic Writing – A Handbook for International Students, pp.273-280* |

**9. Course Requirements:**

* Self-study hours: Besides the scheduled class hours, students should spend over thirty hours on the theoretical and practical credits including the followings:
* Preparing new lessons, reading the reference materials, and revising notes and materials from the previous lessons;
* Completing assigned activities which may include researching, doing exercises, doing group work;
* Completing self-study diaries, etc.
* Attending the classroom lectures adequately, at least 80%’
* Completing all the exercises given by the lecturer;.
* Completing all texts when they are assigned - students not taking the mid-course test without permission will receive 0 mark.

**10. Rubric for Assessment**

* **Rubric for Class attendance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Excellent**  **9-10** | **Good**  **7-8** | **Fair**  **5-6** | **Weak**  **0-4** | **Performance indicator** | **Weight** |
| **Time** | Attend 12  meetings | Attend 9-11  meetings | Attend 7-8  meetings | Attend  less than  6meeting | LO5.1  LO5.2 | 50% |
| **Attitude** | Focus  and  actively  contribute  in class | Focus  and  contribute  in class | Focus and  sometimes  contribute  in class | Do not  focus and  contribute  in class | LO5.1  LO5.2 | 50% |

* **Assignment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Weak**  **(0-4)** | **Fair**  **(5 -6 )** | **Good**  **(7 -8)** | **Excellent**  **(9 -10 )** | **Weight**  **(%)** |
| **Content** | Bad writing  paper or no  assignment  submission | Writing paper  qualified about  50-60% of the  requirement | Writing paper  qualified about  70-80% of the  requirement | Writing paper  Qualified  about 90  100% of the  requirement | **50%** |
| **Attitude** | No  assignment  submission  and late for  deadline | Complete the  assignment  about 50-60% | Complete the  assignment  about 70-80% | Complete the  assignment  about 90  100% | **50%** |

* **Final writing paper**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Excellent**  **2** | **Good**  **1,5** | **Fair**  **1** | **Weak**  **0.5** |
| **Ideas** | Interesting | Good | Accepted | Uninteresting |
| **Lexical choice** | Variety | Few terms or  Academic  words | Few interesting words | No variety |
| **Organization** | Well-organized | Fairly logical | Logical | Not well- organized |
| **Coherence** | Easily interpreted | Fairly smooth | Little confusing | Incoherent |
| **Grammar** | Correctly grammatical | Little  grammatical | Little  ungrammatical | Ungrammatical |

**11. Revised Version:**

Version 2.0, Date: November 28th, 2018.

**12. In charge of the course:**

* Faculty: Faculty of Foreign Languages - English Language Programme
* Address: 06 Tran Van On Street, Phu Loi Ward, Thu Dau Mot City, Binh Duong Province
* Telephone: 02743837804

*Binh Duong,* November 28th, 2018

**UNDERGRADUATE AFFAIRS FACULTY PROGRAMME**