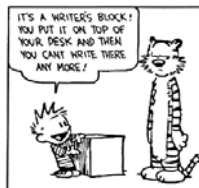


Academic writing

Type of course: BA.AA.KSP2
Time: Wednesday 8–10 a.m. (08:15–09:45)
Venue: Carl-Zeiss-Str. 3, SR 128
Workload: 5 ECTS



Course description

This course aims at developing and training the skills required for writing professional pieces of academic texts in English, notably term papers in literary studies, linguistics and language pedagogy. We will familiarise ourselves with the specific characteristics of scientific publications in English (especially in contrast to German) and develop a sense of what makes good introductions, individual paragraphs of the main body, transitions and conclusions. Furthermore, we will be looking at techniques for searching appropriate sources, at ways of managing them in the research process and of integrating them into your own text without plagiarising the original. Perhaps most importantly, however, the course will focus on the linguistic means for creating effective and efficient text structures, ranging from collocations and information-packaging constructions over matters of style to the details of English punctuation.

Requirements and marking system

- regular **attendance**, active **participation** and thorough weekly **preparation**
- submission of five homework assignments** (for peer review or instructor's feedback)
- written exam** (90 mins) on self-study materials and in-class topics
- term paper** (possible topics for either linguistics or literary papers will be announced in November)

The **final mark** for the course will be based in equal shares on the final exam and the term paper. The fulfilment of the other requirements is a precondition for being admitted to the exam (**Vorleistung**). Note that you have to make **two separate exam enrolments in Friedolin**, one for the written exam and one for the term paper.

Workload

An essential requirement of the course is your in-depth preparation of each session at home. This usually comes in the form of **preparatory texts** and accompanying **homework**. The basic course literature is:

Mautner, Gerlinde (2016). *Wissenschaftliches Englisch*. 2nd ed. Konstanz: UVK.

The book can be accessed in electronic format (and downloaded as a PDF) via the ThULB. We will supplement it occasionally with selected passages from other sources, chief among which is a more comprehensive guide to academic writing in English (which is freely accessible in exactly the same way):

Siepmann, Dirk, John D. Gallagher, Mike Hanney and J. Lachlan Mackenzie (2011). *Writing in English: A Guide for Advanced Learners*. Tübingen, Basel: Francke.

In addition to the weekly preparation, you are supposed to expand your academic vocabulary and acquire related skills over the course of the semester by working your way through a **package of self-study materials** (e.g. collocations, a vocabulary list, etc.). Therefore, the course is very **labour-intensive** and time-consuming and requires an extraordinary amount of **self-discipline**. Take it only if you can make a serious commitment to it this semester, and don't take any other language-practical classes in parallel!

The course management system

The course management system of our department, called **WORDWISE** (www.wordwise.uni-jena.de), will be the online platform of this class, both for materials and for the dissemination of information; please ensure that you enrol with an e-mail address that you check regularly.

Office hours

Please take advantage of the office hours on **Wednesdays (1-2 p.m.)**. This is the place to talk about your progress in the course and any difficulties you may experience, as well as to receive individual feedback on assignments.

Course programme

DATE	TOPIC	LITERATURE (L) AND ASSIGNMENTS (A)
	I. Introduction	
1	17.10.18 Introduction to the course. Goals, organisation and requirements. Kick-off exercise: Comparing two texts.	
2	24.10.18 Foundational principles of academic writing in English. Quality criteria for successful texts.	L: Mautner 2016: 12–15 & 21–35
	29.10.18 No class (Reformationstag).	
	II. The macro level: Organisation of a paper	
3	07.11.18 Aims and scope of a term paper: From a topic to a thesis/goal. Outline of a paper. Illustrative elements (examples, tables, graphs) and cross-references.	L: Siepmann et al. 2011: 19–33, 41–43, 47–49; Guidelines for linguistics and literary studies (general comments, not the style sheet)
4	14.11.18 Finding and managing scientific sources: Publication types, reference management software, bibliographical entries.	A: Submit outline of a text.
5	21.11.18 Introductions. Discussion of sample texts. Revision and peer review of one's own introduction.	L: Mautner 2016: 54–57 & Phrase bank p. 197–199, 201–202 A: Submit bibliographical exercise. A: Submit handout with original and revised versions of an introduction.
	III. The meso level: Organisation of paragraphs	
6	28.11.18 Paragraph structure: Internal structure (topic sentence, supporting argument) and transitions between paragraphs.	L: Mautner 2016: Ch.4 + Ü3 (p. 219ff.)
7	05.12.18 Argumentation and logic: Constructing sound arguments. Logical connections and connectors.	L: Purdue OWL on "Logic"; Mautner 2016: Ü4 (p. 226ff.) & Phrase bank p. 206–208, 211
8	12.12.18 Practice with paragraphs: Peer corrections of concluding paragraphs.	L: Siepmann et al. 2011: 71–74 on conclusions A: Submit a conclusion to an incomplete paper.
	IV. The micro level: Organisation of sentences	
9	19.12.18 Style: Written versus spoken language. The 'learned' stratum of the English word stock. Tools for the writing process: Dictionaries, thesauri and corpora.	L: Purser 2004: 74–84
10	09.01.19 Information structure: Information flow (given-new) and information-packaging constructions (clefts and passives).	L: Mautner 2016: Ch.5 + Ü5 (p. 229) on clefts
11	16.01.19 Tenor: Managing evaluative language and the writer-reader relationship.	L: Mautner 2016: Ch.6 + Ü7–9 (p. 231–234) & Phrase bank p. 206, 209–211
12	23.01.19 Punctuation: Practice with commas and other punctuation marks.	L: Mautner 2016: Ch.8 + Ü10 (p. 234–236)
	V. Integrating multiple voices	
13	30.01.19 Direct and indirect quotation. Avoiding plagiarism.	L: Mautner 2016: Ch.7 + Phrase bank p. 204–205; Siepmann et al. 2011: 35–41, 43–47, 49–53
	VI. Conclusion	
14	06.02.19 Review and exam practice.	A: Submit an annotated bibliography (3 works) and an abstract for your term paper.
	12.02.19 Final exam (10–12 a.m.) [resit exam: 20/3/19, 2–4 p.m.]	
	27.02.19 Term paper due [2 nd attempt: 27/3/19]	