ESLA1901 - Academic Language Skills for International Student
Course Outline

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Semester  Semester 2 - 2006
Unit Weighting  10
Teaching Methods/Contact Hours
Two lecture hours and one tutorial hour per week with an additional learning support hour.

Brief Course Description
Designed for international students who are native speakers of languages other than English. The course focuses on the further development of students’ academic English skills in writing, speaking, listening and reading. Lectures, tutorials and some videos are presented on an appropriate range of topics and will help students to develop a high language proficiency that will be of benefit to them at all levels of their University studies. During both lectures and tutorials, students will be encouraged to participate actively in order to practise their increasing spoken-language skills. Problem based learning, discussions and individual talks presented in class will help students efficiently to absorb the material that is being taught.

Course Objectives
The course aims at assisting international and exchange students in further developing their English language skills in an academic environment. The course is concerned with the development of a number of particular aspects of academic English. Completion of this course will improve the proficiency of students in the following skills, with the degree and direction of improvement depending upon the

Course Outline Issued and Correct as at: Week 1 Semester 2 2006

CTS Download Date:
varied individual proficiencies from which the students begin:
1. Writing skills, including academic essay writing, answering questions in an examination, taking notes from lectures and reading materials, structuring a piece of academic writing, arranging information in an understandable sequence, the correct use of quotations and referencing, and general skills of expression involving correct use of grammar and syntax.
2. Listening skills, including listening to lectures and talks and understanding the content of selected programs shown on videotapes.
3. Reading skills, including researching documentation, reading strategies: scanning and skimming.
4. Speaking skills, including speaking in an academic setting, encouraging rhetorical consciousness, answering questions and discussing topics confidently.

Course Content
The course is concerned with the development of a number of particular aspects of academic English. Its content is designed to improve the proficiency of students in the following skills: 1. Writing skills, including academic essay writing, answering questions in an examination, taking notes from lectures and reading materials, structuring a piece of academic writing, arranging information in an understandable sequence, the correct use of quotations and referencing, and general skills of expression involving correct use of grammar and syntax. 2. Listening skills, including listening to lectures and talks and understanding the content of selected programs shown on videotapes. 3. Reading skills, including researching documentation, reading strategies: scanning and skimming. 4. Speaking skills, including speaking in an academic setting, encouraging rhetorical consciousness, answering questions and discussing topics confidently.

Assessment Items
10 weekly assignments 60%
One oral seminar presentation 20%
Essay (500 words, extended version of the topic chosen for oral presentation) 20%

Assumed Knowledge
No assumed knowledge.

Callaghan Campus Timetable
ESLA1901
LANGUAGE SKILLS INTERNATIONAL STUDENTS
Enquiries: School of Humanities and Social Science
Semester 2 - 2006
Lecture and Lecture Monday 14:00 - 15:00 [MCG28C] WITH ESLA2001
and Lecture Friday 09:00 - 10:00 [MCG28C] WITH ESLA2001
and Tutorial Monday 15:00 - 16:00 [MCG28C] Humanities and Social Science
or
and Tutorial Friday 10:00 - 11:00 [MCG28C] Engineering and Science
and Tutorial Friday 11:00 - 12:00 [MCG28C] Learning Support Hour - Commencing Wk 2

Plagiarism
University policy prohibits students plagiarising any material under any circumstances. A student plagiarises if he or she presents the thoughts or works of another as one's own. Without limiting the generality of this definition, it may include:
- copying or paraphrasing material from any source without due acknowledgment;
- using another's ideas without due acknowledgment;
- working with others without permission and presenting the resulting work as though it was completed independently.

Plagiarism is not only related to written works, but also to material such as data, images, music, formulae, websites and computer programs.
Aiding another student to plagiarise is also a violation of the Plagiarism Policy and may invoke a penalty.
For further information on the University policy on plagiarism, please refer to the Policy on Student Academic Integrity at the following link -
The University has established a software plagiarism detection system called Turnitin. When you submit assessment items please be aware that for the purpose of assessing any assessment item the University may:
- Reproduce this assessment item and provide a copy to another member of the University; and/or
- Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the item on its database for the purpose of future plagiarism checking).
- Submit the assessment item to other forms of plagiarism checking.

**Written Assessment Items**

Students may be required to provide written assessment items in electronic form as well as hard copy.

**Extension of Time for Assessment Items, Deferred Assessment and Special Consideration for Assessment Items or Formal Written Examinations**

Students are required to submit assessment items by the due date, as advised in the Course Outline, unless the Course Coordinator approves an extension of time for submission of the item. University policy is that an assessment item submitted after the due date, without an approved extension, will be penalised.

Any student:
1. who is applying for an extension of time for submission of an assessment item on the basis of medical, compassionate, hardship/trauma or unavoidable commitment; or
2. whose attendance at or performance in an assessment item or formal written examination has been or will be affected by medical, compassionate, hardship/trauma or unavoidable commitment;

must report the circumstances, with supporting documentation, to the appropriate officer on the prescribed form.

Please go to the Policy and the on-line form for further information, particularly for information on the options available to you, at:


Students should be aware of the following important deadlines:
- **Requests for Special Consideration** must be lodged no later than 3 working days after the date of submission or examination.
- **Requests for Extensions of Time on Assessment Items** must be lodged no later than the due date of the item.
- **Requests for Rescheduling Exams** must be lodged no later than 5 working days before the date of the examination.

Your application may not be accepted if it is received after the deadline. Students who are unable to meet the above deadlines due to extenuating circumstances should speak to their Program Officer in the first instance.

**Changing your Enrolment**

The last dates to withdraw without financial or academic penalty (called the HECS Census Dates) are:

For semester 2 courses: **31 August 2006**

Students may withdraw from a course without academic penalty on or before the last day of semester and prior to the commencement of the formal exam period. Any withdrawal from a course after the last day of semester will result in a fail grade.

Students cannot enrol in a new course after the second week of semester/trimester, except under exceptional circumstances. Any application to add a course after the second week of semester/trimester must be on the appropriate form, and should be discussed with the Student Enquiry Centre.

To change your enrolment online, please refer to [http://www.newcastle.edu.au/study/enrolment/changingenrolment.html](http://www.newcastle.edu.au/study/enrolment/changingenrolment.html)

**Contact Details**

**Faculty Student Service Offices**

**The Faculty of Education and Arts**
Room: GP1-22 (General Purpose Building)
Phone: 02 4921 5314

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School of Humanities and Social Science
Ourimbah Hubs
Room: AB1.01 (Administration Building)
Phone: 02 4348 4030

The Dean of Students
Dr Jennifer Archer
Phone: 02 4921 5806
Fax: 02 4921 7151
resolutionprecinct@newcastle.edu.au

Deputy Dean of Students (Ourimbah)
Dr Bill Gladstone
Phone: 02 4348 4123
Fax: 02 4348 4145

Various services are offered by the University Student Support Unit:

Alteration of this Course Outline
No change to this course outline will be permitted after the end of the second week of the term except in exceptional circumstances and with Head of School approval. Students will be notified in advance of any approved changes to this outline.

Web Address for Rules Governing Undergraduate Academic Awards
Web Address for Rules Governing Postgraduate Academic Awards
Web Address for Rules Governing Professional Doctorate Awards

STUDENTS WITH A DISABILITY OR CHRONIC ILLNESS
The University is committed to providing a range of support services for students with a disability or chronic illness.
If you have a disability or chronic illness which you feel may impact on your studies, please feel free to discuss your support needs with your lecturer or course coordinator.
Disability Support may also be provided by the Student Support Service (Disability). Students must be registered to receive this type of support. To register please contact the Disability Liaison Officer on 02 4921 5766, or via email at: student-disability@newcastle.edu.au
As some forms of support can take a few weeks to implement it is extremely important that you discuss your needs with your lecturer, course coordinator or Student Support Service staff at the beginning of each semester.
For more information related to confidentiality and documentation please visit the Student Support Service (Disability) website at: www.newcastle.edu.au/services/disability

Online Tutorial Registration:
Students are required to enrol in the Lecture and a specific Tutorial time for this course via the Online Registration system:
Registrations close at the end of week 2 of semester.

Studentmail and Blackboard: www.blackboard.newcastle.edu.au/
This course uses Blackboard and studentmail to contact students, so you are advised to keep your email accounts within the quota to ensure you receive essential messages. To receive an expedited response to queries, post questions on the Blackboard discussion forum if there is one, or if emailing staff directly use the course code in the subject line of your email. Students are advised to check their studentmail and the course Blackboard site on a weekly basis.
**Written Assignment Presentation and Submission Details**

Students are required to submit assessment items by the due date. Late assignments will be subject to the penalties described below.

**Hard copy submission:**

- **Type your assignments:** All work must be typewritten in 11 or 12 point black font. Leave a wide margin for marker's comments, use 1.5 or double spacing, and include page numbers.
- **Word length:** The word limit of all assessment items should be strictly followed – 10% above or below is acceptable, otherwise penalties may apply.
- **Proof read your work** because spelling, grammatical and referencing mistakes will be penalised.
- **Staple the pages** of your assignment together (do not use pins or paper clips).
- **University coversheet:** All assignments must be submitted with the University coversheet: [http://www.newcastle.edu.au/school/hss/studentguide/index.html](http://www.newcastle.edu.au/school/hss/studentguide/index.html)

- **Assignments are to be deposited at any Student Hubs. Hubs are located at:**
  - Level 3, Shortland Union, Callaghan
  - Level 2, Student Services Centre, Callaghan
  - Ground Floor, University House, City
  - Ground Floor, Administration Building, Ourimbah

- **Do not fax or email assignments:** Only hard copies of assignments will be considered for assessment. Inability to physically submit a hard copy of an assignment by the deadline due to other commitments or distance from campus is an unacceptable excuse. Assignments mailed to Schools are accepted from the date posted.

- **Keep a copy of all assignments:** All students must date stamp their own assignments using the machine provided. Mailed assignments to schools are date-stamped upon receipt. However, it is the student’s responsibility to produce a copy of their work if the assignment goes astray after submission. Students are advised to keep updated back-ups in hard copy and on disk.

**Online copy submission to Turnitin**

In addition to hard copy submission, students are required to submit an electronic version of the following assignments to Turnitin via the course Blackboard website:

- Prior to final submission, all students have the opportunity to submit one draft of their assignment to Turnitin to self-check their referencing.
- Assignments will not be marked until both hard copy and online versions have been submitted. Marks may be deducted for late submission of either version.

**Penalties for Late Assignments**

Assignments submitted after the due date, without an approved extension of time will be penalised by the **reduction of 5% of the possible maximum mark** for the assessment item for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than ten days after the due date will be awarded **zero marks**.

**Special Consideration/Extension of Time Applications**

Students wishing to apply for Special Consideration or Extension of Time should obtain the appropriate form from the Student Hubs. [http://www.newcastle.edu.au/study/forms/index.html](http://www.newcastle.edu.au/study/forms/index.html)

**No Assignment Re-submission**

Students who have failed an assignment are not permitted to revise and resubmit it in this course. However, students are always welcome to contact their Tutor, Lecturer or Course Coordinator to make a consultation time to receive individual feedback on their assignments.

**Remarks**

Students can request to have their work re-marked by the Course Coordinator or Discipline Convenor (or their delegate); three outcomes are possible: the same grade, a lower grade, or a higher grade being awarded. Students may also appeal against their final result for a course. Please consult the University policy at: [www.newcastle.edu.au/policy/academic/adm_prog/procedures_appeals_finalresult.pdf](http://www.newcastle.edu.au/policy/academic/adm_prog/procedures_appeals_finalresult.pdf)

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School of Humanities and Social Science
Return of Assignments
Students can collect assignments from a nominated Student Hubs during office hours. Students will be informed during class which Hubs to go to and the earliest date assignments will be available for collection. Students must present their student identification card to collect their assignment.

Preferred Referencing Style
In this course, it is recommended that you use the Harvard in-text referencing system (similar to the APA system) for referencing sources of information used in assignments. Inadequate or incorrect reference to the work of others may be viewed as plagiarism and result in reduced marks or failure.

An in-text citation names the author of the source, gives the date of publication, and for a direct quote includes a page number, in parentheses. At the end of the paper, a list of references provides publication information about the source; the list is alphabetised by authors' last names (or by titles for works without authors). Further information on referencing and general study skills can be obtained from: Infoskills: www.newcastle.edu.au/services/library/tutorials/infoskills/index.html

Student Representatives
We are very interested in your feedback and suggestions for improvement. Student Representatives are the channel of communication between students and the School Board. Contact details of Student Representatives can be found on the School website.

Student Communication
Students should discuss any course related matters with their Tutor, Lecturer, or Course Coordinator in the first instance and then the relevant Discipline or Program Convenor. If this proves unsatisfactory, they should then contact the Head of School if required. Contact details can be found on the School website.

Essential Online Information for Students
Information on Class and Exam Timetables, Tutorial Online Registration, Learning Support, Campus Maps, Careers information, Counselling, the Health Service and a range of free Student Support Services can be found at: http://www.newcastle.edu.au/currentstudents/index.html

Grading guide

<table>
<thead>
<tr>
<th>% Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>49% or less</td>
<td>Fail (FF)</td>
<td>An unacceptable effort, including non-completion. The student has not understood the basic principles of the subject matter and/or has been unable to express their understanding in a comprehensible way. Deficient in terms of answering the question, research, referencing and correct presentation (spelling, grammar etc). May include extensive plagiarism.</td>
</tr>
<tr>
<td>50% to 64%</td>
<td>Pass (P)</td>
<td>The work demonstrates a reasonable attempt to answer the question, shows some grasp of the basic principles of the subject matter and a basic knowledge of the required readings, is comprehensible, accurate and adequately referenced.</td>
</tr>
<tr>
<td>65% to 74%</td>
<td>Credit (C)</td>
<td>The work demonstrates a clear understanding of the question, a capacity to integrate research into the discussion, and a critical appreciation of a range of different theoretical perspectives. A deficiency in any of the above may be compensated by evidence of independent thought. The work is coherent and accurate.</td>
</tr>
<tr>
<td>75% to 84%</td>
<td>Distinction (D)</td>
<td>Evidence of substantial additional reading and/or research, and evidence of the ability to generalise from the theoretical content to develop an argument in an informed and original manner. The work is well organised, clearly expressed and shows a capacity for critical analysis.</td>
</tr>
<tr>
<td>85% upwards</td>
<td>High Distinction (HD)</td>
<td>All of the above, plus a thorough understanding of the subject matter based on substantial additional reading and/or research. The work shows a high level of independent thought, presents informed and insightful discussion of the topic, particularly the theoretical issues involved, and demonstrates a well-developed capacity for critical analysis.</td>
</tr>
</tbody>
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ESLA 1901 Academic Language Skills for International Students

COURSE OUTLINE SEMESTER 2 2006

WEEKS ONE TO THREE
Textbook: Chapter 1: Essay topics
Characteristic features of academic writing
Structure
Introduction and conclusion
Connectives (linking words and phrases)
Writing paragraphs, topic sentences (Chapter 3)
Developing a written argument (organising your ideas)
Textbook: Chapter 7: Language Skills

Description of a process and procedure and expressing sequence
Description (physical)
Vocabulary improvement
Narration

WEEKS FOUR TO SEVEN

Textbook: Chapter 2: Preparing an essay outline
Chapter 12: Reading textbooks efficiently
Vocabulary improvement
Abstract expressions
Prepositions
Academic writing style
Generalisation, qualification and caution
Quotations, referencing, plagiarism
Paraphrasing and summarising
Reporting verbs
Textbook Chapter 9: Punctuation

WEEKS EIGHT TO TEN
Textbook
Chapters 5, 10, 11
Vocabulary improvement
Abstract expressions
Prepositions (Chapter 9)
Comparison and contrast
Cause and effect
Definitions
Discussion
argumentative essays
thesis statements
language of evaluation
Semester recess Monday 2 October to Friday 13 October 2006

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WEEKS ELEVEN TO THIRTEEN

Textbook - Chapter 13 – Principles of report writing

- Vocabulary improvement
- Abstract expressions
- Prepositions
- Introductions and conclusions
- Research vocabulary
- Exemplification and Classification
- Examinations, instructional words
- Interpretation of data

Revision: Academic writing

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Examination period: Monday 6 November to Friday 24 November 2006

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How to submit and present written assignments:

Attach an ESLA 2001/1901 Assignment Cover Sheet to the front of your assignments and essays. Collect these from the front of the Language and Media Office in the wooden boxes.

On this you will record:
- the number of the assignment (A1)
- your first and surname
- your tutorial group
- Your signature ensuring that this work is not plagiarised.

Hand in all written assignments to me at the beginning of the tutorial by the due date.

Important: Leave enough space for corrections. If you are writing by hand, leave a wide margin and write on every second line. If you are word processing, use double spacing.

References: All references must be from appropriate academic journals and books. No Internet sources are to be used unless they are refereed academic journals.
ESLA 1901 - WRITTEN ASSIGNMENT 1

Due date: 24th July
Word length: 150 words

Task: A1 - Writing a summary

Write a summary of the author (self) presentation that you have given to your tutorial group. Group the information into paragraphs and remember to include in each paragraph:

- Topic sentence;
- Supporting sentences
  using appropriate transition signals;
- Concluding sentence.

Write in a formal style.

ESLA 1901 - WRITTEN ASSIGNMENT 2

Due date: 31st July
Word length: 200 words

Task: A2 - Paragraph writing

Write approximately two paragraphs on a topic of your own choice.

You should:
- provide an outline of the paragraphs as well as the finished work,
- underline the topic sentences,
- give your assignment a title,
- use transition signals.
- You must reference your work from appropriate academic journals and books.

Sample outline: for each paragraph

**Topic:** Domestic animals

**Controlling idea:** beneficial to health

**Topic Sentence:** Keeping domestic pets such as dogs or cats is beneficial for one's health.

**Supporting sentences:**
- Supporting point 1 - regular exercise
- Supporting details - dogs - walking/jogging and playing
- Supporting point 2 - companionship - mental health
- Supporting details - small pets - beneficial for elderly

**Concluding sentence:** For these reasons, it is obvious that owning a pet can improve one's physical and mental health.

You will have two outlines and two paragraphs.
ESLA 1901 - WRITTEN ASSIGNMENT 3

Due date: 8th August
Word length: 250 words

Task: A3 - Writing a Description

Write a description of the procedure shown in the video—firstly, introduce the topic in one paragraph; secondly, in the body of the essay, describe the process of transplantation; finally, write a conclusion which gives your opinion about this process and organ transplantation in general.

OR

Write a description of your country, using the guide on the handout of 'Physical Description'. Your essay must contain an introduction, body and conclusion.

Remember that in this style of writing you should use simple present active and simple present passive voice, and transition signals are very important.

You must reference your work from appropriate academic journals and books and NOT from the Internet.

ESLA 1901 - WRITTEN ASSIGNMENT 4

Due date: 15th August
Word length: 150 words

Task: A4- Graph description

Select a suitable graph or table from those given, or select your own from another source. Describe the information represented in the graph or table, and do not omit key information. Remember to restate the title of the graph or table in your introduction, and in your conclusion you should comment on the wider implications of this information. As this is a summary, you should adhere closely to the word limit.

You must reference your work from appropriate academic journals and books including any graphs you use and NOT from the Internet.
ESLA 1901 - WRITTEN and SPOKEN ASSIGNMENT 5/6

Due date: 22nd August

Word length: 300 words

Task: A5 - Write an argumentative essay in which you discuss two or more viewpoints relating to a specific topic. You may choose a topic from your field of study or choose one of the statements given below.

You must formulate a thesis statement and make your position clear.
• You should explore the strengths and weaknesses of different viewpoints.
• You should give reasons for your views and if possible find some evidence to support them.
• You must reference your work from appropriate academic journals and books.

Task: A6 - Present your argument in a small tutorial group.

In your presentation, you must state an opinion about a particular topic. The statement could be controversial, which would promote discussion and debate in your group. As in the essay, you must be prepared to support your opinion with reasons and if possible, evidence.

Examples of statements:

Freedom of speech is the greatest freedom of all.
Male Brains and female brains are extremely dissimilar.
All the health issues of the 21st Century can be attributed to lifestyle choices.
Children should be educated from as early as birth to enable them to achieve success later in life.

Your peers will mark this oral assignment.

ESLA 1901 - WRITTEN ASSIGNMENT 7

Due date: 29th August

Word length: 250 words

Task: A7 - Cause and Effect

You may choose a topic from your field of study or an appropriate academic issue.

You must reference your work from appropriate academic journals and books and NOT from the Internet.

ESLA 1901 - WRITTEN ASSIGNMENT 8

Due date: 29th September

Word length: 250 words

Task: A8 - Comparison and contrast

You may choose your topic from your field of study OR from an area of academic interest.

You must reference your work from appropriate academic journals and books and NOT from the Internet.
ESLA 1901 - WRITTEN ASSIGNMENT 9

To be written in class 5th September

Word length: Summary - 150 words

Task: A9 - Note-taking and summary writing

First, take notes of the main points and the key supporting information. Then, using these notes, write a summary of no longer than 150 words. Remember that paraphrasing is an essential tool for summary writing.
You must reference your work from the reading.

ESLA 1901 - WRITTEN ASSIGNMENT 10

To be written in class on Monday 19th September

Word length: 250-300 words

Task: A10 - Write an argumentative essay presenting a position on one of the topics below. Your essay should include an introduction - including the thesis statement, well-developed body paragraphs and a clear conclusion.

Topics:

There should be no education of children younger than ten years of age.
Democratic countries really only have an illusion of freedom.
Most diseases are genetic in origin.
Females and male brains are very similar.

ESLA 1901 FINAL ESSAY

Due date: Friday, 23rd October

Word length: 500 words

Task: Extended version of the topic chosen for oral presentation.
This essay may be an argumentative, cause and effect or compare and contrast. It is your major assignment and is 20% of your total mark. It should be referenced correctly and have a bibliography attached on a separate piece of paper at the end. Your references should be from academic journals and books and NOT from the Internet.