

# English Writing and Presentation Skills (GSPDC789-00)

## MIDAC Syllabus (영어작문과 프리젠테이션 기법)

### Professor

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### Office Location

Room 321

### Office Hours

One hour, weekly—

Saturday only

## Recommended Texts

Oxford Grammar for EAP,  
2013

*Ken Patterson*

Grammar Choices for  
Graduate and Professional  
Writers, 2012

*Nigel A. Caplan*

Oxford EAP Advanced,  
2013

(Oxford Publishing)

*Edward De Chazal, and  
Julie Moore*

The Brief English  
Handbook, 9<sup>th</sup> Edition, or  
suitable alternative  
(Longman)

*Edward A. Dornan, and  
Robert Dees*

Referencing Manual

## Course Overview

This course covers the core academic skills required for successful graduate study. The focus is improvement in writing and presentation skills. Particular emphasis will be placed on the revision (including analyzing grammar and vocabulary), editing and proofreading of student texts, document conventions, and the location and treatment of sources for research. However, this semester, equal time will be dedicated to both the effective writing and presentation skills required for academic and professional life. Students will be encouraged to reflect on their own areas of improvement, develop strategies for improving these areas, and seek feedback to become more effective writers and presenters. This course aims to increase student confidence and satisfaction with their presentations at GSP and in their future professional lives. The course focuses on improving skills and correcting the problems that students have identified as areas of concern. Some topics covered will include developing relevant and interesting content, creating a clear and logical structure, study of other presenters, improving voice quality and delivery, managing time and handling audience interactions. Students will be given the opportunity to influence course content and tailor it to their needs.

## Required Reading

50 Steps to Improving Your Academic Writing, 2012

(Garnet Publishing)

*Chris Sowton*

## Course Materials

Supplementary materials from a variety of sources will be used along with the above textbooks and a **referencing style manual** (uploaded to the Google group). Please bring a notebook and a dictionary (English-English), in print, electronic or online, to every class. A thesaurus is also useful. Students are strongly encouraged to purchase a clear file and keep all course-related material such as notes, brainstorming ideas or drafts inside for easy access and organization as numerous handouts will be distributed. Additional articles will be made available to students either during the class and/or uploaded to the group. Students themselves may also upload any texts or links that they deem useful to the group.

## Protocols for Communication

Students may schedule an appointment for office hours on Saturday in advance. The preferred method of communication for the course is after class, by email, by text message or via the group (in the public forum); however, students are encouraged to refrain from extensive discussion of matters after class and to confine this time to urgent matters only. Daily access to email is expected in particular around assignment deadlines. It is expected that the student check the email and respond to queries within 24 hours. For the group, please follow expected norms of online etiquette. For all communication, include your name and course.

## Course Schedule/Additional Information

\*A detailed timetable will be provided in the first class and may be revised at any time by the professor. This course is restricted to MIDAC students (spring semester). IDC students may be additionally admitted (inclusive of MIDAC) in the class.

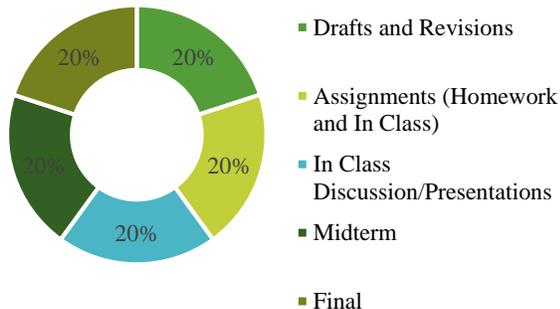
## Assessment

Students will be required to submit one short paper (around 1000 words) that will demonstrate the aspects of the writing process covered in class.

Homework or in-class writes will be given on a weekly or biweekly basis. The homework will usually be in the form of exercises to follow up on the points discussed in class, supplemental readings or a short original piece of writing from one paragraph to two pages in length.

The assignments will emphasize improvement in the document or presentation. Individual presentations will be assessed in class.

## Evaluation



## Submission Policy

Submit all assignments in hard copy form or by email as specified for each assignment or paper. All assignments must be typed and submitted in a timely manner. If you require an extension, please ask for it at least 24 hours in advance. Homework and assignments must be submitted on the due date and must be spell-checked and proofread thoroughly before submission. Success in academic work depends in part on presenting your work professionally and in a way that conforms to conventional expectations of the rhetorical situation. A penalty will be imposed on late assignments at 1% per day late.

## Disclosure Policy

**This syllabus is subject to revision by the professor at any time.**

## Participation and Attendance



Participation is required for this course. Excellent participation requires that students express their viewpoints on the course material, speak effectively (particularly within their discussion groups), exhibit engagement and motivation, read and think critically about the texts in relation to the issues or topics raised within them or in the class, ask productive, constructive or critical questions regarding the material, listen and respond to the concerns of others within the group, stimulating further discussion when necessary. Failure to participate may result in a much lower grade. You should participate in class discussions and ask questions when you require clarification.

Attendance is a necessary requirement for participation. Students with a valid excuse for not attending must inform the professor and make up the assignments/homework missed. This course will adhere to the global standards for attendance set by GSP, which means that missing a substantial number of classes without the presence of extenuating circumstances, can result in a failing grade. Students who have a valid reason for absence must inform me, preferably in advance, and provide some form of documentation. Lateness will also be penalized with three (2) lates equal to one (1) absence. Students are required to meet with the professor at various times to be announced. Missing a conference is equivalent to missing one class.

## Academic Honesty/Plagiarism

Academic honesty is expected and required. Violations of academic honesty include giving or receiving unauthorized assistance on a test or assignment, doing homework for another student, or any other form of unauthorized collaboration, plagiarism, using sources restricted by the instructor and so on. Students will be held to a high standard of academic integrity and any violation of academic honesty is grounds for failing the course. Plagiarism is a severe violation of academic honesty and is defined as the act of copying or stealing the ideas, exact words, data or logical organizing strategy from a source (including print and other media) without proper acknowledgement. This includes self-plagiarism (reusing your work from other courses). Plagiarism of any assignment is grounds for failing the course.

