**UNIVERSIDADE DE SÃO PAULO**

**FACULDADE DE FILOSOFIA, LETRAS E CIÊNCIAS HUMANAS**

**Departamento de Letras Modernas – Área: Inglês**

Disciplina: Escrita Acadêmica em inglês

Professora: Marília Mendes Ferreira

e-mail: mmf363@hotmail.com

Office: room 29, 3rd. floor (Phone number: 3091-5051)

Semester 2019/1

# COURSE SYLLABUS

**AIMS**

1) To develop students’ ability to perform writing tasks in college: **outlines**, **summaries, essays** using appropriate format, language and organizational pattern.

2) To develop students’ ability to read and write texts critically.

3) To reflect about issues related to academic literacy and its learning and teaching such as plagiarism, students´ voice, the dominance of the anglo rhetoric, teaching academic discourse, etc.

## COURSE DESCRIPTION

1. Outlining texts as a preparation to summarize
2. Writing summaries
3. Writing essays (longer texts as an assignment and often in response to a question)
4. Referencing in academic texts
5. Avoiding plagiarism
6. Reflecting on academic discourse

The class will consist of **instructor´s lectures** and of **writing workshops** (revision of students´ texts, peer review of students´ text, correction of homework assignments, conference with the instructor, in class writing)

As this course will involve intensive work with students´ texts, it is expected from them they will read and comment on peers´ text with care and appropriate tone.

During the class I can also show your text without your name to discuss and illustrate issues of writing pertinent to the whole class. If you are not comfortable with this common procedure in writing classes, **please do let me know.**

This course is a general writing course for undergraduate students who should have at least an intermediate level of English.

IMPORTANT INFORMATION ABOUT THIS COURSE:

1. ABOUT MOODLE

Check Moodle daily or check the emails you receive from Moodle. It is one of my main forms of communication with you on a number of topics: announcements (for example, change of classroom), reminders, homework assignments, posts of readings,

1. ABOUT EMAILS:

Another main form of communication with me. I will use it to address a specific or some specific students about any issue that I feel like necessary. **Students also are strongly advised to use emails to communicate with me**: to inform about an absence, to justify an absence or late work, to communicate any issue they feel like, to ask doubts, to schedule office hours.

1. ABOUT OFFICE HOURS:

I will be in my room during office hours but I do strongly recommend that you schedule it first before stopping by.

1. ABOUT HOMEWORK AND ASSIGNMENTS IN GENERAL

-Every homework or assignment given has a due date. Check Moodle if you missed this date.

-The fact you are absent from a class does not give you the right to be late with your homework or assignment for the next class. Please, check Moodle, email me or a classmate to know about what was given in class and next homework and due dates.

- If for any reason you are not able to submit your homework or assignment in time, please contact me as soon as possible or even before class to NEGOTIATE an extension.

-I check homework in the beginning of the class or ask you to submit through Moodle. Keep track of that.

- you submit what you want to but this affects your grade.

1. ABOUT ABSENCES:

I give the signature sheet every class for you to sign. In case you do not sign I will consider this an absence. Check frequently how many absences you have and justify along the semester them if that is the case.

## METHODOLOGY

Discussion and preparation of texts in class through activities carried out individually and in groups;

Conferences with the instructor

Reading and writing activities in class and at home;

Reading of selected material

## ASSESSMENT

Students will be assessed on their writing process as well as their text production throughout the course.

Students are expected to produce their own work and **risk failing for plagiarism.**

**What I consider plagiarism:**

**Using other people’s ideas or words (whether it is verbatim copy or not) WITHOUT acknowledging them.**

**Forms of plagiarism: 1) copy or quoting from internet and other published sources without proper citation**

**2) Paraphrase from internet or other sources without proper citation.**

**3) Use of figures, charts, tables, statistics without proper citation**

**(Swales ; Feak, 2012)**

**EVALUATION PLAN**

|  |  |
| --- | --- |
| **Writing diagnosis 5 + 5 (rewriting)** | **10** |
| **Summary 1** | **10** |
| **Essay** | 35 |
| **Process of essay - 1 conferences and 1 draft to be submitted on the day of the conference.** | **15** |
| **3 sessions in the laboratory** | **10** |
| **Homework (during the semester)** | **20** |
| **Total:** | **100 (10)** |

Conference is a meeting with the instructor to discuss your progress of the essay.

The essay will be a paper based on some readings to be done during the course. More information will be given later in the semester.

LLAC (Laboratório de Letramento Acadêmico da USP)

lab sessions to be scheduled at [letramento.academico.ingles@gmail.com](mailto:letramento.academico.ingles@gmail.com)

<http://letramentoacademico.fflch.usp.br/>

**SURVIVAL KIT:**

1. a good monolingual dictionary. See Longman Cambridge, Free Dictionary on internet.

grammars: English grammar in use by Murphy ,

RAIMES, A. (1998). Grammar Troublespots: an editing guide to students. Cambridge: Cambridge University Press. Or any other you have.

1. a thesaurus. If you don´t know what it is , ask me since this is a must in your writing courses
2. English vocabulary in use or anything like that
3. **Language Activator** by Longman
4. **Oxford Dictionary of Collocations** (another must have)
5. **Useful websites: owl (online writing lab from Purdue University, USA),** **http://writingcenter.tamu.edu/content/category/12/48/78/. Eslcafe, about.esl ,**
6. STRUNK, W. JR, & WHITE, E.B. (2000).THE ELEMENTS OF STYLE. LONGMAN. 4TH EDITION.
7. Oxford Learner´s dictionary of Academic English
8. Cambridge Academic Content Dictionary

**USEFUL LINKS:**

**At USP:**

**Laboratório de Letramento Acadêmico: http://letramentoacademico.fflch.usp.br/**

**Others:**

**The Purdue Online Writing Lab:** <https://owl.english.purdue.edu/>

<http://writingcenter.tamu.edu/content/category/12/48/78/>

**They offer lots of hand outs and exercises on different issues.**

**Grammar Girl:** <http://www.quickanddirtytips.com/grammar-girl>

**Grammarly**

## BIBLIOGRAPHY

Feak,C. ; Swales, J. **Telling a research story: writing a literature review**. The University of Michigan Press. 2012.

Gilmore, B . **Plagiarism: a how not to guide for students**. Portsmouth, NH: Heinemann. 2009.

Hyland, K. (2000). **Disciplinary discourses: social interactions in academic writing**. Harlow: Pearson.

\_\_\_\_\_\_ (2005). Academic Discourse, Longman:Continuum.

Krocoscz, M. **Autoria e plágio: um guia para estudantes, professores, pesquisadores e editores.** Atlas. 2012.

Motta-Roth, D. (2002). A construção social do gênero resenha acadêmica (p.77-109). IN. J.L. Meurer & D. Motta-Roth (orgs). **Gêneros textuais**.Bauru: Editora da EDUSC.

Motta-Roth, Desirée (Org.) (2003), **Redação Acadêmica**, Santa Maria: Universidade Federal de Santa Maria, Imprensa Universitária

Spencer, C.M & Arbon, B. (1996) **Foundations of Writing – Developing Research and** **Academic Writing Skills**. USA: NTC.

Swales, J.M. & Feak, C. (2012) **Academic Writing for Graduate Students – a Course for** **Nonnative Speakers of English**. The University of Michigan Press.

Wennerstrom, A. (2003). **Discourse analysis in the language classroom: vol 2- genres of writing**. Ann Arbor: Michigan University Press.

Various Academic Journals that can be accessed in PORTAL CAPES

If the student for some reason needs an extension (because of illness or some other kind of serious personal problem that prevents him/her from finishing an assignment on time), the teacher must be notified well in advance so that another date can be arranged. The teacher can be reached at mmf363@hotmail.com Alternatively, a message can be left at DLM-Dep. Letras Modernas (3091-5041).

Office hours: **Thursdays from 20:00-21:00**, room 29, 3rd floor (Phone number: 3091-5051). In case you cannot make it at this time, contact me for another arrangement.

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