

# Study Guide

## Academic English

711G21

Spring 2024  
Linköping University

## Welcome to Academic English!

**Teacher and course coordinator:**

Jonas Rentner

Lecturer, Department of Culture and Society (IKOS)

**E-mail:** [jonas.rentner@liu.se](mailto:jonas.rentner@liu.se)

**Course aims:** On completion of the course, the student should be able to:

- read and understand English texts, both specialist and ordinary prose
- demonstrate an understanding of academic English vocabulary
- express themselves in writing, with basic grammatical and linguistic correctness
- understand and respond to English speech, from native or non-native speakers.

**Course contents:** writing exercises designed to make the student aware of different academic genres and the characteristics of various academic texts; analyzing academic texts with regard to structure, grammar and vocabulary; practicing reference systems; exercises focused on grammar and vocabulary; exercises focused on oral presentation skills.

**Teaching:** The course will use a combination of methods of instruction, including assignments, individual presentations, and group work allowing for student input and peer review. Particular emphasis is put on individually written texts. Homework and independent study form necessary complements to the course. The language of instruction is English.

**Examination:** The course is examined through seminar submissions, through written assignments, an oral presentation, and through a written exam. Detailed information about the examination can be found further down in this study guide.

Students failing any examination twice have the right to be marked by a new examiner, appointed for the reexamination.

Students who have passed an examination may not retake it in order to improve their grades.

**Admission Requirements:** General entry requirements for university studies at basic level. Certificate corresponding to English B/6.

**Grading:** A-F. Credits and grade criteria specified below.

**Certificate:** Course certificates are issued by the Faculty Board on request. The Department provides a special form which should be submitted to the Student Affairs Division.

**Course Literature:**

- Articles and texts provided by the teacher (can be found on Lisam, the course platform)
- Graff, Gerald, and Cathy Birkenstein. (2021). *They Say/I Say: The Moves That Matter in Academic Writing*. New York: W. W. Norton. ISBN 9780393427516
- A learner's dictionary, for example *Longman Dictionary of Contemporary English* (which is available online if you do not wish to buy a paper copy: <https://www.ldoceonline.com/>)

# Course Schedule

Please note that **the schedule below is subject to change**. Please refer to [TimeEdit](#) for up-to-date times and rooms.

Participation in seminars is compulsory. Should you miss a seminar, please contact your teacher to see what you need to do.

Week/ Date	Seminar	Topic	What to do
34 Aug 20	1	Introduction  AWL (Academic Word List)	Instructions and material can be found in 'Seminar 1' folder
35 Aug 27	2	Reading for Argument  Plagiarism Disclaimer	Instructions and material can be found in 'Seminar 2' folder
36 Sep 3	3	Writing a Good Summary	Instructions and material can be found in 'Seminar 3' folder
36 Sep 8		<b>SUMMARY ASSIGNMENT</b>  <b>Summarize 3 articles</b>  <b>Deadline:</b> <b>Sunday 23:59</b>	Instructions and material can be found in 'Seminar 3' folder
38 Sep 17	4	Writing for Argument  Peer Review	Instructions and material can be found in 'Seminar 4' folder + in "Assignments" folder
39 Sep 24	5	Peer Review  Literature Review	Instructions and material can be found in 'Seminar 5' folder
40 Oct 1	6	Referencing and Plagiarism  Literature Review - Topic and Research Question	Instructions and material can be found in 'Seminar 6' folder
41 Oct 13		<b>ARGUMENTATIVE PAPER</b>  <b>Deadline:</b> <b>Sunday 23:59</b>	Instructions and material can be found under <i>Assignments &gt; AP</i>

42 Oct 15	7	Literature Review  Grammar & Structure – Editing  Oral Presentations	Instructions and material can be found in 'Seminar 7' folder
43 Oct 22	8	Grammar & Structure – Editing  Oral Presentations	Instructions and material can be found in 'Seminar 8' folder
44 Oct 31	9	Exam Information  Grammar & Structure – Editing  Oral Presentations  General Recap	Instructions and material can be found in 'Seminar 9' folder
44 Nov 3		<b>SUMMARY ASSIGNMENT</b>  <b>For the literature review</b>  <b>Deadline:</b> <b>Sunday 23:59</b>	Instructions given in prior lectures + in the <i>Assignments</i> folder
45 Nov 7		<b>FINAL EXAM</b>  08:00-12:00	Remember to sign up for the exam at least ten days in advance.
47 Nov 18	10	<b>PRESENTATION SEMINAR</b>  <b>Oral Presentations</b>	Remember to submit your TED Talk analysis the day before.
47		Lit. Review – Peer Review Meeting	Schedule your meeting around this time.
49 Dec 8		<b>LITERATURE REVIEW</b>  Deadline: Sunday 23:59	Instructions and material can be found in 'Assignments' folder.
50 Dec 9		<b>FINAL EXAM</b> <b>(RE-SIT)</b>  08:00-12:00	Remember to sign up for the exam at least ten days in advance.

### **Course structure and course content**

This is a course in academic writing in English and should be of interest to anyone who wants to work on the academic skills of reading, writing, and presenting ideas and arguments, and who wants to do so in English. Part of this course focuses on language: learning to avoid common grammatical mistakes, for example, and working on an academic vocabulary. The other part is largely focused on reading comprehension and writing. You will write a lot during this course and will repeatedly practice structuring arguments and information; skills that are useful no matter where your future studies take you.

### **Communication and platform**

During this course, we will mostly use Linköping University's online platform Lisam. This is where you will find the course reading material and instructions for all seminar work and assignments.

If you have any questions about the course—either pertaining to the course itself or regarding the material that we will cover—please ask them in the discussion forum on Lisam. You can also send me an e-mail: [jonas.rentner@liu.se](mailto:jonas.rentner@liu.se)

All communication—with the teacher and with fellow students—should be in English. I would also like to encourage you to take every opportunity that you can to use English this semester outside of class as well.

### **Preparing for class**

Everything that we do together in the classroom is based on preparation. Therefore, make sure to check well ahead what you are supposed to do before each seminar so that you can come fully prepared to class. You can find instructions for how to prepare for each seminar in the designated seminar folders on Lisam (the course platform).

## Examination

### **Seminar participation (ACE8, 1 credit)**

Your seminar grade is based on active participation. This entails that you have to attend at least 80% of the seminars, including the peer-review meetings, and that you have to come fully prepared. Should your absence exceed 80%, you will need to hand in make-up work to obtain a C. More information about make-up assignments can be found in Lisam. Note, however, that should you be absent for more than four seminars in total, you will not be able to receive the seminar credits without re-attending the seminars the next time the course is given.

Some of the assignments listed below are connected to seminar activities. This means that you will not be able to receive seminar or assignment credits if you have not completed these. (This pertains to all P/F assignments listed below.) Meeting the criteria for active participation will result in the grade A. This grade will not affect your overall grade for the entire course. However, if you are absent enough times to have to submit make-up work, this will result in the grade C, which may result in a lower over-all grade for the course (see further below). Finally, a fail will of course result in an incomplete course.

If you are unable to come to class, please send me an e-mail beforehand to let me know. Include your full name and the course code (711G21).

### **Assignments (ACE9, 2.5 credits)**

During this course, you will submit and/or complete a number of assignments:

- Summary assignment: you are asked to briefly summarize three articles which you can choose yourself from a selection of approximately ten texts  
P/F
- Argumentative paper: a short argumentative text which presents a they say/I say  
A-F
- TED-talk commentaries: in connection to your own oral presentation you are asked to watch two TED talks and submit a commentary focused on presentation techniques. (Instructions for this assignment are included in the instructions for the mini-TED talk.)  
P/F
- Oral presentation: a five-minute presentation (the mini-TED talk): P/F
- Summary assignment: you write a summary of an article in relation to your literature review.  
P/F
- Literature review: a short essay where you present research in relation to a specific research question  
A-F

Instructions and grading criteria for all assignments can be found on Lisam (and we will also talk about them in class). Note that you may be asked to resubmit individual assignments should they not meet the grading criteria; **assignments that have to be resubmitted will receive a C, no matter how well they meet the grading criteria after revision.** Therefore, please make sure to read the instructions carefully before beginning work on each assignment.

In order to receive your seminar and essay credits for the course, all the assignments above must be completed. Completing each assignment will give you a certain amount of points which will count toward your final grade. Four of the assignments are pass/fail only (indicated with P/F on the list above); these are worth 20 points each. Two assignments will receive grades: the argumentative paper (AP) and the literature review (LR). Each grade is worth a certain number of points as well, according to the following:

AP:            A: 50 p.      B: 40 p.      C: 30 p.      D: 20 p.

LR:            A: 70 p.      B: 60 p.      C: 50 p.      D: 40 p.

Your assignments grade will be based on the total amount of points you have gained, according to the following:

A 190-200    B 170-180    C 150-160    D 140

### **Written Exam (AC10, 4 credits)**

At the end of the course, you will write a written exam that tests the academic-English skills you have worked on during the entire semester, including reading and writing skills, academic vocabulary, basic grammar, and referencing. Please remember to sign up for the exam as soon as possible, no later than ten days before the date. To sign up for the exam, go to [student.liu.se](http://student.liu.se) and click on 'Student Portal'.

### **Final Grade**

Once you have received all the credits specified above, you will receive a grade for the completed course. Your overall grade will be based on the highest grade you have received for ACE9 and ACE10, as long as there is no more than one step between them. I.e., if you receive a B on ACE9 and a C on ACE 10, your final grade will be B. If, however, there is more than one step between the two grades, your final grade will fall between them. Thus, if you receive a B on ACE 9 and a D on ACE10, your final grade will be C.

Having received a C on ACE8 (seminar participation) may result in a lower overall grade.

### **Teacher Feedback**

For more information about when you will receive feedback from your teacher, see instructions for specific assignments.



## Guidelines for Examination

Carefully read through the following text and make sure that you know and understand existing rules and regulations as regards abstracts, references, summaries and citations/quotations of texts written by others. Throughout the course, you will be asked to sign a plagiarism disclaimer, and in order to confidently do so, you will need to be aware of the rules and regulations listed below.

### Listing Sources

In higher education, a common examination form is the writing of essays and theses of varying scope and depth, as well as other kinds of home exams in the form of written assignments. Virtually all such assignments require the student to read, comment and relate to other written texts published in books, magazines, or texts found in essays, theses or on the Internet. There are fairly strict guidelines to be followed as regards using texts produced by others in one's own work. These vary according to academic discipline. For literature, we use the MLA (Modern Language Association) referencing conventions, whereas for linguistics we use Harvard (see your Reading Lists for references). If in doubt, consult your teacher/supervisor. The following description mainly comes from Siv Strömquist (2001), *Konsten att tala och skriva* ("The Art of Speaking and Writing").

Whether quoting [...], commenting on, or re-writing in one's own words what someone else has written, a listing of the source must accompany all such text passages. One must state whose text one quotes, what source one uses and where the information comes from.

[...]

Listing the sources really serves two purposes: the reader must be told that you use someone else's text for support, and you must give sufficient information to make it possible to identify the sources you have used (the bibliographic references). Based on your information, the reader should be able to find the text and read it in its original form, should she or he wish to do so. (Strömquist 2001: 225, our translation)

**Relating** the content of someone else's text using one's own words is called a **paraphrase** or a **summary**.

**Copying** a short or a long passage from someone else's text is called a **citation** or **quotation**: "When one wants to reproduce what someone else has written verbatim, one must both indicate the quoted passage using quotation marks [...], as well as making sure that the passage is quoted exactly as it is" (Strömquist 2001: 225, our translation).

If one uses the content of someone else's text as a quotation, summary or paraphrase, it is vital that the original source is listed. Using the thoughts and ideas, and/or the formulations of someone else without stating the source, is seen as intellectual theft. It is called **plagiarism** and is a form of cheating.

**Plagiarism**, the act of taking the writings of another person and passing them off as one's own. The fraudulence is closely related to forgery and piracy – practices generally in violation of copyright laws. (*Encyclopædia Britannica*)

LiU's library guides provide further guidance on both referencing (<https://liu.se/en/article/citeringsteknik>) and avoiding plagiarism (<https://liu.se/en/article/plagiering-upphovsratt>).

### **Using the Internet & Generative AI**

Downloading, copying or using texts from the Internet and claiming to be the author without stating the correct source is plagiarism and therefore cheating.

Neither is it acceptable to use generative AI tools, such as Chat GPT or CoPilot, to help generate text that you submit for grading, *unless* your teachers have specifically given their permission. There is generally no way of knowing what sources have been used by an AI and whether they are reliable or not. (Note also that your teachers can usually spot papers written by AI.)

Your submitted text must be your own (we are not there to assess an AI or others' texts), and university studies are about learning to use reliable sources only – sources whose trustworthiness students and examiners can assess. Please note that this includes the written answers and notes to be used and submitted for seminars.

All assignments will be screened by *Ouriginal/Urkund*, a program used by the University for checking texts. Hence, all texts will be sent to Ouriginal via submissions in Lisam.

Finally, note that teachers are obligated to report suspected use of generative AI or undeclared Internet sources in your submissions to the university disciplinary board.

### **Working in Pairs or Groups**

University studies may require students to collaborate with their peers regarding certain tasks. These tasks may be prepared/carried out/presented/examined in pairs or in groups, or they may be prepared/carried out in pairs or in groups but presented/examined on an individual basis. If pair or group work forms the basis for the grade on the course or part of it, students are expected to participate, individually and actively in the group's shared work. A student who does not participate actively but tries to benefit from the results produced by other members of the group, will be regarded as cheating; his/her action is considered as a form of plagiarism.

Students are often encouraged to collaborate and discuss together in groups, e.g. before a seminar; however, if answers are to be submitted individually, it is essential that the texts are written separately (unless explicitly instructed otherwise).

### **Actions Taken by the University**

Any student suspected of cheating must be reported to the rector, who will decide whether to have the matter decided by the disciplinary board (see <https://liuonline.sharepoint.com/sites/student-under-studietiden/SitePages/en/Fusk-och-plagiat.aspx>). Sanctions may include a warning or suspension from the university up to six months.

### **List of References**

Encyclopædia Britannica (2021) 'Plagiarism'. in *Britannica Academic* [online] available from <https://academic.eb.com/levels/collegiate/article/plagiarism/60277> [22 August 2021]

Strömquist, Siv (2001) *Konsten att tala och skriva*. Malmö: Gleerups