

Enn103f 101 3 2013



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ENN103F/101/3/2013 Tutorial letter 101/3/2013 English for Academic

Purposes ENN103F Semesters 1 & 2 Department of English Studies

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ENN103F English for Academic Purposes. Course Co-ordinator Mr D Proctor
Chair of the Department of English Studies Professor D. Levey Compilers Prof
T. Raditlhalo Mr BM Nchindila Ms J Viljoen Editors Dr D Levey Ms B Thoka
Secretary: ESP UNIT 429-6248 3 2. 2. 1 PURPOSE OF AND OUTCOMES FOR
THE MODULE Purpose The purpose for English for Academic Purposes is to:
provide an understanding of the theory of reading and writing; develop your
ability to read critically with comprehension and insight; improve your
linguistic competence; and develop your ability to write logically and
effectively. 2. 2 Outcomes If you apply yourself to this module, you will
develop the general competence to: read and write effectively; reflect on
and explore a variety of strategies to learn more effectively; analyse,
organize and critically evaluate information; and organize and manage
yourself and your activities responsibly and effectively. 3. 3. 1 LECTURER(S)
AND CONTACT DETAILS Lecturer(s) NB: Whenever you contact the
Department you have your student number handy. Always use it in
correspondence and have it ready when you phone the University. Please
specify your course code (ENN103F). Never address enquiries concerning
administrative matters to the Department of English Studies. Never enclose
enquiries in assignments as the letter is likely to be delayed, or may even go
astray. Please remember, we have a few thousand students and can
therefore not return students' calls. If you phone and the person you are
looking for is not available, you will have to phone back. The MyUnisa system
also gives you the opportunity to contact your lecturers as well as fellow
students. Academic matters: 4 ENN103F/101 3. 2 Department Course Co-
ordinator Mr D Proctor Chair of the Department of English Studies Professor
L. Rafapa The course co-ordinator deals with queries about the content of
<https://assignbuster.com/enn103f10132013/>

the course, and specific problems related to your studies. The Course Co-ordinator (ESP Unit) Department of English Studies P. O. Box 392 UNISA 0003

3. 3 University For general inquiries please use the contact details below The

Registrar: Academic PO Box 392 UNISA 0003 Assignment queries

assign@unisa. ac. za Examinations exams@unisa. ac. za 5 4. 4. 1 MODULE-

RELATED RESOURCES Prescribed books There is no prescribed book for this

course. 4. 2 Recommended books If you do not have an English dictionary

we would recommend that you purchase a copy of one of the following

books: a) Oxford Advanced Learner's Dictionary of Current English. London:

Oxford University Press, latest edition. b) Cambridge International Dictionary

of English. Cambridge: Cambridge University Press, latest edition. c)

Macmillan English Dictionary for Advanced Learners. Oxford: Macmillan

Publishers, latest edition. d) Longman Dictionary of Contemporary English.

Harlow: Pearson Education Limited, latest edition. e) Writing at university: a

guide: Open University Press. f) EAP Now: David Hill. 4. 3 Electronic Reserves

(e-Reserves) Check the myUnisa site for this module and look under “

Resources”. If you have access to a computer that is linked to the internet,

you can quickly access resources and information at the University. The

myUnisa learning management system is Unisa's online campus that will

help you to communicate with your lecturers, other students and

administrative departments of Unisa — all through the computer and the

internet. To go to the myUnisa website, start at the main Unisa website,

<http://www.unisa.ac.za>, and then click on the “ Login to myUnisa” link on

the right-hand side of the screen. This should take you to the myUnisa

website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Please consult the publication my Studies @ Unisa, which you received with

<https://assignbuster.com/enn103f10132013/>

your study material, for more information on the following: 6 ENN103F/101 5.

STUDENT SUPPORT SERVICES FOR THE MODULE There are no discussion classes for this module. 5. 1 Tutorials There are electronic tutorials offered at

most of the Unisa Learning Centres around the country. An additional fee is charged for these tutorials. A tutor will be assigned to a group of students to

facilitate your learning. Contact your local Learning Centre for details. Their

addresses are in the My Studies @ Unisa booklet. 5. 2 Use of Library Library

books may be requested by filling in book request cards or by copying the request cards and faxing the requests to +27 12 429 2925; Or by using the

online request function on the OASIS library catalogue Unisa Library login

You will be required to provide your login details, ie. your student number

and your myUnisa password, in order to access the library's online resources

and services. This will enable you to view or print your electronic course

material - - - Request library material View and renew your library material

Use the library's e-resources Requesting books from the library Students are

expected to purchase their own copies of prescribed books listed in Tutorial

Letters 101. A limited number of copies are housed in the Unisa Libraries,

subject to each branch library's lending regulations. Problems experienced in

obtaining copies from booksellers should be directed to the Prescribed Book

section at email vospresc@unisa. ac. za or telephone +27 12 429 4152.

Electronic requests The preferred way of requesting recommended or

additional books is online via the library's catalogue. Go to [http://oasis.](http://oasis.unisa.ac.za)

[unisa. ac. za](http://oasis.unisa.ac.za) or via myUnisa, go to [http://my. unisa. ac. za](http://my.unisa.ac.za) > Login > Library

> Library catalogue, or for mobile access (AirPAC), go to [http://oasis. unisa.](http://oasis.unisa.ac.za/airpac)

[ac. za/airpac](http://oasis.unisa.ac.za/airpac) 7 Telephonic book requests This can be done on +27 12 429

3133. Please supply the reservation order number (RON). Postal requests

<https://assignbuster.com/enn103f10132013/>

Books may also be requested by completing one library book request card for each book. Request cards are included in your study package. These should be mailed to The Head: Request Services Department of Library Services PO Box 6.

MODULE-SPECIFIC STUDY PLAN Use your my Studies @ Unisa brochure for general time management and planning skills.

7. MODULE PRACTICAL WORK AND WORK-INTEGRATED LEARNING None.

8. ASSESSMENT

8. 1 Assessment plan Assignments are seen as part of the learning material for this module. As you do the assignment, study the reading texts, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the assessment criteria given for each assignment will help you to understand more clearly what is required of you. In some cases, additional assessment might be available on the myUnisa site for your module. For students attending tutorial sessions, tutors may also set additional tasks and give feedback in class.

8 ENN103F/101 SYMBOL Abb ERROR Abbreviation EXPLANATION Do not use abbreviations, or contractions (such as 'can't', 'don't', 'etc'.) In formal writing (e. g. a written assignment). Your verb does not agree with your subject in number. Check whether your subject is singular or plural. A plural subject takes a plural verb: the students read the book. A singular subject takes a singular verb: the student reads the book. Your statement could have two meanings. Rephrase. An apostrophe is a comma that hangs above the line. The boy's hands are dirty. An apostrophe is used to indicate possession. M beki's leadership (the leadership of mbeki). The boys' privileges (the privileges of the boys). An apostrophe is used to indicate when letters are left out. Agr (s/v) Agreement error Amb P Ambiguity Apostrophe error We'll Can't I've It's Nb: Arg coherent Art A (we will) (cannot) (i have) (it is)

Contractions such as these are unacceptable in formal writing. 'its' (without an apostrophe) is the possessive form. The dog chewed its bone. Argument Your argument / explanation is not methodical / /relevant. A clear and logical line of thought needs to emerge. You have used 'a' instead of 'the', or 'the' instead of 'a', or you have omitted to use 'a' or 'the' where you should have. Alternatively, you have used 'a' or 'the' with a word that should not have an article. Your sentence sounds awkward and clumsy. You revise word choice and word order. the word should begin with a capital letter, either because it starts off a sentence, or Because it is a proper noun. Article error Awk Awkward phrasing need to Capital letter Cap 9 C/s Comma splice You have joined two ideas (i. e. Two separate sentences) without using a connecting word, or proper punctuation. Either add a connecting word, or change the comma to a semi-colon, or break the comma-spliced sentence into two separate sentences. Your sentence is difficult to understand because of errors too Numerous to list. Fragmentary sentence. Incomplete sentence Y does not have a verb, and therefore is only a fragment of a sentence. You have left out part of the sentence. What you have said has nothing to do with the topic. Your writing does not make sense here. You have started discussing a new idea. You paragraph. A paragraph consists of a main idea (usually expressin a topic sentence) and several supporting sentences which explain the main idea, or give examples and/or details concerning the main idea. Single sentence paragraphs are not acceptable because a single sentence cannot and the main idea. Your paragraph is too long and to be divided where appropriate. You have mis-used a punctuation mark, or omitted one where it was necessary. You have mis-spelt a word. Try to get into the dictionary consistently. Your verb is in the wrong tense. Note: use <https://assignbuster.com/enn103f10132013/>

the present and related tenses when discussing literary work eg 'bosman's humour has a strong south african flavour.' In her short stories nadine gordimeres ...'. Exp Frag / Expression faulty inc Irr L? / ill N. p. Para Irrelevant Logic faulty / illogical New paragraph Paragraph structure P Sp T Punctuation Spelling Tense error Voc /Ww Vocabulary error /wrong word You have used the wrong word or you could have used a better one. (look up the word you have used in the dictionary. You will find that its er no correct or not appropriate in your sentence.) Wordiness You have used too many words to say something which could be said far more simply and concisely. Word order incorrect Wdy Wo 10 ENN103F/101 8. 2 General assignment numbers There are two compulsory assignments for both semesters, one in the first term of each semester and the other in the second term of each semester. 8. 2. 1 Unique assignment numbers Semester One unique Numbers Assignment One — 707714 Assignment Two - 736621 Semester Two unique Numbers Assignment One - 862171 Assignment Two - 766831 8. 2. 2 Due dates for assignments Semester One Assignment One — 4 March 2013 Assignment Two — 8 April 2013 Semester Two Assignment One — 12 August 2013 Assignment Two — 9 September 2013 8. 3 Submission of assignments You may submit written assignments either by post or electronically via myUnisa. Assignments may not be submitted by fax or e-mail. For detailed information and requirements as far as assignments are concerned, see the brochure my Studies @ Unisa, which you received with your study material. 11 8. 4 Assignments Written Assignments Address all assignments to the Assignments Section, and use the assignment covers provided by the University. Head your scripts with the information asked for on the University assignment cover. Make sure that your assignments are numbered according <https://assignbuster.com/enn103f10132013/>

to the numbers given in Section Two. Make sure that you submit ALL the sections of an assignment together, in one cover. No credits can be awarded for incomplete assignments. 8. 4. 1 FIRST SEMESTER ASSIGNMENTS

Assignment: 01 Due Date: 4 March 2013 Compulsory: Yes Function: The purpose of this assignment is to teach you how to read an article and to critically engage in academic reading and reflecting on the material in an academic manner by answering the short paragraphs assigned. Assignment 01 will be marked fairly fully and sent back to you. What you get for this assignment will count 10 % of your year mark. (Your year mark counts 25% of your final mark). Affirmative action: a losing battle? There are considerable reasons to suppose that this topic, which affects all citizens of South African in particular. In some instances it is a policy viewed with hostility as it is said to discriminate against section of the population, yet in others it is seen as beneficial to women, black people and the disabled. Studies show that in many instances this form of redress has proven that it hinders performance and makes the beneficiaries doubt their abilities when viewed by their superiors. This has a negative effect on an organization since the quality of work is said to suffer. Equally, there are significant indicators, both in industry and the private sector, that the opening up of previously closed avenues because of racial preference caused companies to perform better since the beneficiaries viewed their work as a challenge. To claim stigmatization means that such beneficiaries would have been better off without these efforts. Either way, the battle seems joined. 12 ENN103F/101 In the light of this ongoing and divisive debate, the level of debate regarding the policy has been little to it in terms of comparing what other studies elsewhere have shown. There has been no systematic study of the

developments in these areas and part of the reasons is a lack of monitoring what goes on in organizations, and why the regulations are not strictly enforced. For instance, companies will usually ‘front’ a black person, a woman or a disabled person as a chief executive officer and leave the matter of compliance as a secondary issue. Rarely do such companies face serious consequences even if they do business with the government. The question then is whether a time limit should be placed on the policy and Act or to declare it unconstitutional. Consideration has not been taken, for instance, of measures used in other countries to actively promote privilege. Very few advocacy groups will mention the naturalization Act of 179, Homestead Act of 1862 or even the Federal Housing Administration loan program of the 1930s used by the United States of America governments to promote racial preference. And such Acts were used as models for other racially divided societies. Advocacy groups for and against the policy and Act have routinely made it a point that the policy is unsettling, needless and discriminatory, on the one hand, while others argue forcefully that the amelioration of the past injustices justifies its implementation. Whichever side is on the ascendancy cannot take the other side’s viewpoint, and in the end the past divisions are set to continue.

SECTION A: Short questions Answer the following questions in short paragraphs. Please note that each question will be marked out of 10 marks:

1. Is the affirmative action policy morally defensible? Explain.
2. In your opinion, which country has successfully implemented the policy of affirmative action and why did it succeed?
3. In your view, why did the South African government choose to implement Affirmative Action policy and Act and was it ever justifiable?
4. Does the policy need to be discontinued after a certain length of time and why?
5. In your opinion, why is it that people with

a different are unemployable in certain sectors of the economy and not in others? [10 X 5 = 50] 13 SECTION B: Paragraphs Answer the following questions by writing one paragraph per question. Please note that each question will be marked out of 30 marks: 1) Do you think cultivating an equal opportunity society has helped countries such as South Africa and America to move forward? In a carefully worded essay, Show why this is the case or why it is not. OR 2) To what extent do you consider such a policy and act relevant to the needs of any society today? [2 X 25 = 50] 14 ENN103F/101 Assignment 02 Due Date: 8 April 2013 Compulsory: Yes Function: The purpose of this assignment is to teach you how take a point of view and defend it. Assignment 02 will be marked fairly, fully (out of 100 marks) and sent back to you. What you get for this assignment will count 15% of your year mark. (Your year mark counts 25% of your final mark). For this assignment you have to submit Tasks 1, 2, 3, 4 and 5. See Appendix 2 of your Study Guide. When we mark your assignment we will expect to see the benefit of these tasks in your writing. You in turn can therefore expect our standard, both here and in the written section of your examination, to be very high. Essay Topics: Write an essay of two pages (about 300 words) on ONE of the following questions: 1. Technology simplifies modern life. Argue for or against the statement. 2. All civilizations fail at one point. Argue for or against the statement. 3. Climate change has become a hotly debated issue. While most scientists argue that the world has been going through global warming, others argue the opposite that the world has actually been cooling. Argue for or against global warming. 15 NB: please support any of your arguments as much as possible using published literature on the topic chosen. [100] Additional Guidelines for Doing the Tasks are in Appendix 2.

Task 1 You will need to gather ideas before you fill in this table and before you formulate your topic sentence. Revise Lecture 13, and find at least two outside sources of information on your topic. Add your own ideas to theirs. You are not limited to three ideas for or against: make your version of the table as big as you need to and include as many points as you can. Your topic sentences should be phrased as thesis statements and not merely as for or against versions of the question itself. Refer to Lecture 12 to clarify your thinking on what this means. Do not borrow an example of a thesis statement you find there. Task 2 Note: Although the Tasks 2 and 3 in Appendix 2 (p 287) request you to write a three paragraph essay, we would like you to write a full essay. It should not be less than one and a half (1½) pages and not more than two (2) pages. - - - ¶ Paragraph 1 is your introduction. ¶ The other paragraphs form the body of your essay. Each paragraph should express one main idea. ¶ The last paragraph is your conclusion. Note: We expect you to consult a number of secondary sources when writing this essay. Include a list of the references that you will have consulted at the end of Task 3. The reference page should be separate from the essay. Please see Lecture 19 on Sources and References. The instruction in Appendix 2 is that 'your introductory paragraph should reflect your point of view'. This means that the first sentence of your introduction should be your thesis statement. The rest of your introduction should summarise your point of view and give the reader a way of predicting the structure of the essay as a whole (see Lecture 15 for more on this). Please note that your argument must be developed in the rest of your paragraphs. Choose your strongest points and develop them. You have to convince your reader that your argument has merit. Do we give students techniques anywhere about

how to write persuasively, convincingly? Revise Lecture 16 for more on this, but in essence you should begin each paragraph with a topic sentence and support it with reasons, evidence and examples. 16 ENN103F/101 Revise section 6 of Lecture 16 before writing your conclusion Task 3 Write your revised essay. Remember to include the title of your essay and the reference list/bibliography at the end of the essay. Although the two versions you produce in Task 2 and Task 3 may not differ very much, your growth as a writer depends on the mental effort you put into evaluating your own first draft and improving it. We will be looking with close interest at your pencilled comments around your first draft and how they are reflected in improvements in your second draft. Be genuine: do not make unnecessary changes to your first draft merely to provide 'proof' of revision. Remember to edit your content and organisation as well as your language. For Task 4 and Task 5 simply follow the instructions in Appendix 2. SPECIAL NOTE If you are using a computer to write and submit this assignment, the corrections cannot be done in pencil. Here is a suggestion on how to correct your initial DRAFT: - - - Write the draft Use italics or underline the words or sections you wish to correct Write the corrections in brackets (e. g: i disagree (disagree) with the statement.) Total marks for this Assignment: 100 8. 4. 2 SECOND SEMESTER ASSIGNMENTS Assignment: 01 Due Date: 12 August 2013 Compulsory: Yes Function: The purpose of this assignment is to teach you how to read an article and to critically engage in academic reading and reflecting on the material in an academic manner by answering the short paragraphs assigned. This assignment contributes 10% of your year mark and will be marked out of 100% 17 The Reading; Societal corruption: what are the long-term effects? The issues surrounding any society's levels of

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corruption has been exercising minds for as long as humanity has existed. Highly successful societies are incubators of corruptive practices, from the time of the Caesars to the present day. What is often lost sight of is the effects that this may have on any society, and whether that could make for a failed state and the results in citizens' well-being. In ancient Rome, the wealth of the whole city was held in the hands of the ruling class. This class had noble and morally upright citizens, but for the most part the sleaze overwhelmed even the good laws that had been passed, leading to laxity of purpose and a sense that the state was drifting off the radar. The soldiers got restless, and only the rich could afford to raise an army to fight on Rome's behalf. When the city was besieged by the Huns, it was not defensible and was therefore easy to capture. Had the alternative been the case, surely Rome would have achieved its famous glory of repulsing such a campaign? Consider for instance fiscal corruption: if any financial department each decides to expropriate a significant amount of its annual budget, the chances of successfully running that department diminish significantly since it is the reason why it has that money in the first place. There are knock-on effects where quality is compromised, delivery deterred and the actual recipients are made poorer by having nothing to show for the service they are supposed to be getting. The quality of life deteriorates, and with such deterioration arises the mentality of survival of the fittest. And the indicator of such deterioration is when non-governmental organizations provide basic services to the citizens rather than government. And donor governments wish for the recipients to account for the monies they received. In the end, it is the citizens who bear the cost of mismanagement. Consider what makes a society thrive. Infrastructure, - roads, bridges, railroads, ports

and cities -add significantly to a country's sense of accomplishment. In turn, such countries' index of well-being is enhanced and with it comes a highly cosmopolitan outlook. Sociology surveys show that where society is equitable in all areas of governance the quality of life is enhanced. Most surprising is the level of peace in such societies, the ability to have respect for humanity. Importantly, such societies display a high level of tolerance and the well being of the citizens is shown in levels of health, education, wealth, and psychological make-up. In short, their average living standards are higher. The oversight role of institutions of governments also play a significant part in making sure that the functioning of such societies is maintained for generations, and the stewardship afforded those who lead and how seriously they view their tasks is apparent. It is not that societies cannot make out the problems that they each face. Kenya had the office of the Permanent Secretary in Charge of Governance and Ethics, for instance. And reports from the anti-graft organization, Transparency International, routinely list all countries according to carefully taken studies. There are examples of anti-corruption units and czars who are appointed to fight the scourge. Rarely does this make people notice, however. If the social fabric is so tainted it becomes a way of life for people. The end could be devastating for all concerned.

18 ENN103F/101 SECTION A: Short answer paragraphs:
Write a short paragraph answer to five of the following questions. Each answer will be marked out of 10.

1. Explain the claim made in this passage societies are likely to decline due to corruption.
2. What do you think is an effective way of fighting corruption? Motivate your response.
3. What, in your view, are the reasons why successful societies the least corrupt?
4. Provide social indicators which demonstrate that a society is well run.
5. What, in

your view, can be an effective way of fighting corruption? [10 x 5 = 50] 19

SECTION B: ESSAY Write an essay in one and a half to two pages (about 300 words) on ONE of the following questions (/50): 1. Discuss the manner in which a society may collapse as a result of corruption. Motivate your response with examples. OR 2. What, in your view, are the most blatant forms of corruption in a society? Motivate your answer. [50 marks] 20

ENN103F/101 Assignment 02 Due Date: 9 September 2013 Compulsory: Yes

Function: The purpose of this assignment is to teach you how to take point of view and defend it. Assignment 02 will be marked fairly, fully (out of 100 marks) and sent back to you. What you get for this assignment will count 15% of your year mark. (Your year mark counts 25% of your final mark). For this assignment you have to submit Tasks 1, 2, 3, 4 and 5. See Appendix 2 of your Study Guide. When we mark your assignment we will expect to see the benefit of these tasks in your writing. You in turn can therefore expect that our standard, both here and in the written section of your examination, will be very high. The purpose of this assignment is to teach you how to take a point of view and defend it. Essay Topics: Write an essay of two pages (about 300 words) on ONE of the following questions: 1. Technology simplifies modern life. Argue for or against the statement. 2. Alcohol consumption should be banned. Argue for or against the statement. 3. Climate change has become a hotly debated issue. While most scientists argue that the world has been going through global warming, others argue the opposite that the world has actually been cooling. Argue for or against global warming. NB: please support any of your arguments as much as possible using published literature on the topic chosen. [100] 21 Electronic submission of assignments To submit an assignment via myUnisa: Go to myUnisa. Log in with your <https://assignbuster.com/enn103f10132013/>

student number and password. Select the module. Click on assignments in the menu on the left. Click on the number of the assignment you want to submit. Follow the instructions on the screen. We strongly recommend that you register as a myUnisa user, since the University is moving very rapidly to the electronic delivery of all course material. Please do not be left behind!

Tutorial Letters As mentioned, you will receive tutorial letters that comment on assignments. These tutorial letters will contain the answers to the multiple-choice and essay questions, commentaries on difficult questions, and guidelines for the examination. If you have access to the Internet, you can obtain your Study Guide and Tutorial Letters from the myUnisa website.

This could save you much time.

Plagiarism The Department of English Studies places great emphasis upon integrity and ethical conduct in the preparation of assignments. We believe that this is part of what university education should provide. It is very important to us that all our students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%. If you copy something out of a book or an article or from a web site without acknowledging the source and pass it off as your own, that constitutes plagiarism. In effect, you are stealing something that belongs to someone else, and dishonestly pretending that it is your own. If you paraphrase this material (i. e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. Assignments that contain plagiarism will be penalised accordingly.

22 ENN103F/101 9. OTHER ASSESSMENT METHODS None 10.

EXAMINATION EXAMINATIONS For general information and requirements as far as assignments are concerned, see the brochure my Studies @ Unisa, which you received with your study material.

10. 1 Examination admission To gain entry to the examination, you have to submit the two compulsory assignments. To gain entrance to the examination, you will need to submit the written and the multiple-choice assignment pertaining to the semester in which you take this module. You will not be allowed to sit for the examination if you did not submit these assignments.

10. 2 Semester mark It is most important that you do your best in assignments as they count towards your final mark for this module. Assignment 01 counts 50% while Assignment 02 counts 50% of the semester mark. As mentioned, both are compulsory. Semester mark (assignments 01 & 02) (25%). Examination mark (75%).

23 10. 3 Examination period This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2013 and the supplementary examination will be written in October/November 2013. If you are registered for the second semester, you will write the examination in October/November 2013 and the supplementary examination in May/June 2013. During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

10. 4 Previous examination papers Previous examination papers are available to students (see myUnisa). We advise you, however, not to focus on old examination papers only as the content of modules and therefore examination papers changes from year to year. You may, however, expect that the type of questions that will be asked in the examination will be similar to those asked in the activities in your

study guide and in the assignments. 10. 5 Tutorial letter with information on the examination To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes. 11.

FREQUENTLY ASKED QUESTIONS The following are some of the questions we are asked regularly. Please read the information carefully. MyUNISA 1) Who may use MyUnisa? Any registered student may use this facility. 2) How do I access the MyUnisa? Go to the Unisa home page at www.unisa.ac.za then click MyUnisa. From here follow the instructions as they are given. 24

ENN103F/101 E-MAIL 3) Can I contact lecturers on e-mail? No You have to contact your online tutor assigned to you. Make sure that you include your course code and student number. 4) Can I send my assignments via e-mail or fax? No. Assignments cannot be sent by e-mail to the department. The assignments can only be submitted through MyUnisa, post or assignment boxes. Note: If you submit through MyUnisa you should follow the instructions given on the site very carefully. ASSIGNMENTS 5) Do we have to submit assignments? Yes. All students are required to submit the two compulsory assignments. Remember that assignments are an opportunity to get feedback on your progress from your lecturers. 6) Can we have extensions for submission of assignments? No. The assignments have to be marked within a certain time period and extensions mean that students might not get their assignments back before the examination. 7) When are multiple-choice assignments marked? Multiple-choice assignments are marked by computer approximately ten days after the due date unless an unexpected problem occurs. Assignments that are received late miss the

computer marking session and are returned unmarked. 8) Can you give me the results of my assignments? No. For your results look them up on the Internet. You must register on MyUnisa to see your results online . For written assignments you have to wait until your assignment is returned to you in the post or (you will receive an SMS with your assignment result as soon as the result become available). 9) Can I fax my assignments to the Department of English Studies? No. We do not have the facilities to deal with students' faxed assignments. All assignments have to go to the Assignment Section to be registered before they are marked. 25 10) Can I send my assignment to the Assignment Section via e-mail? Please read the instructions in my Studies @ Unisa brochure because more and more electronic opportunities for submitting assignments are becoming available. STUDY MATERIAL 11) What prescribed book(s) do I need to buy? There is no prescribed book for this course.. 12) I have lost my study material, Only guide for ENN103F or any Tutorial Letters. Please send me another copy. We do not keep study material in the Department. You can refer to the brochure (my STUDIES@ Unisa) for advice and more information. 13) Can you fax the study material to me? No. Our guides and Tutorial Letters consist of many pages; it is therefore not practicable to fax them. All our study material is available on the Internet. Once you are registered on MyUnisa you can access this material in . pdf format. EXAMINATION 14) Does Unisa confirm the exam dates? Yes. The Examination Section sends out letters to all students to confirm their examination dates and venues. If you are concerned, please Fax: 012 429 4150 or E Mail: exams @ unisa. ac. za (student number must appear in the subject heading) 15) Are there any old examination papers available? No. The examination is similar to the

assignments. Half consists of multiple choice questions and the other half comprises an essay. 16) Will you give me all the information I need for the examination? Yes. We send out a pre-examination Tutorial Letter in which we explain the format of the exam and give you guidelines about what to expect. 26 ENN103F/101 17) When can we expect our examination results? Results for the examinations are usually available early in July or December. The Examination Section posts the results to you. You can also check on MyUnisa for your results or phone 083 1234. 12. SOURCES CONSULTED None. 13. CONCLUSION We hope you will find the module stimulating, engaging and informative. We also hope you will have learnt a lot at the conclusion of the module itself and that this experience will have a lasting impact when you continue to pursue academic studies. 14. ADDENDUM 1. Module Information Title of module: Module code: English for Academic Purposes ENN103F 2. Unisa Information Discipline: English for Specific Purposes Department offering the module: English Studies 3. SAQA Information NQF level: Credit value of module: Field: Sub-Field: 5 12 Communication Studies and Language Language 27 4. Learning assumed to be in place before this module is commenced Students need a Level 4 English credit, first or second language. They can read extended texts, comprehending the main ideas and following a line of argument. They can read a number of texts on a related topic and collate the ideas. They can write extended discursive/ argumentative texts that focus on a given topic, using an introduction, body, conclusion structure. 5. Purposes of the module: To develop learners' ability to read critically with comprehension and insight, improve their linguistic competence and develop their ability to write logically and effectively 6. Outcomes' Tables Learning Outcome 1: Learners

can apply reading strategies flexibly in order to read more efficiently and increase comprehension. Range of non-fiction texts, including newspaper and magazine articles, advertisements and other material commonly found in a literate community Range Statement: Assessment Criteria: 1 2 suit reading speed to the nature of the text and the specific reading purpose. read a variety of text critically: identify main ideas, make predictions and inferences, and draw conclusions. Specific Outcomes of Degree: The BA graduate can demonstrate academic literacy. Critical Cross-field Outcomes: \$ \$ \$ \$ communicating effectively using language skills in a written medium; reflecting on and exploring a variety of strategies to learn more effectively; analysing, organizing and critically evaluating information; organizing and managing oneself and one's activities responsibly and effectively; Learning Outcome 2: Learners can write effectively for different purposes: implement planning strategies, writing a draft, editing the draft and producing a final text. 28 ENN103F/101 Range Statement: Assessment Criteria: 1 2 Range of writing tasks submit a plan, edited rough draft and final revised product. The revised final product will be assessed according to the following criteria: content (ideas are clear, related and fully developed) organization (introductory and concluding sentences/paragraphs, arrangement of ideas, main ideas, supporting sentences) vocabulary (range and effectiveness of vocabulary used, appropriate register) language usage (grammatical control for example: tense, articles, word order, word form, prepositions) mechanics (spelling, punctuation, capitalization, paragraphing, handwriting). 7. Syllabus/ Content topics/ Essential embedded knowledge Reading: competent reading, developing reading speed, identifying key information, mapping reading texts; Writing: writing with a purpose, the writing process, <https://assignbuster.com/enn103f10132013/>

reconstructing writing; Sentence level grammar: sentence structure, ideas in sentences; Language use: contextual language use, manipulative language, persuasive language; Vocabulary development. This is a skills-based module.

In the Study Guide and text book we thus follow the method of giving a short exposition of the skill or strategy to be acquired, with examples where necessary, and then provide activities for students to practise the skill.

Assignments also require students to apply what they have learnt. 8. RPL

assessment: Applicants may submit a portfolio or write a challenge

examination. 29 9. Financial implications: ENN103F is offered as core module

for English 1 and as a fundamental module in a variety of other degrees and learning programmes in the Faculty of Arts; for instance, in the BA in Court

Interpreting. Assessment criteria Experimental marking grid We are trying out various ways of providing rapid feedback, and your assignments may be some of those which have been assessed by means of the following scheme.

While not all tutors will necessarily use it, we trust that you will find the criteria mentioned useful in preparing your assignments. We shall value your responses to this system. This is adapted from Jacobson et al's 'ESL

Composition Profile' and Anderson and Krathwold's revision of Bloom's

Taxonomy. Please let us know if you find it helpful - or not! Consult 'A Beginner's Guide to Writing an Essay' (ENNALLX Tutorial Letter 301) for

further advice on content/organisation, and Joseph Trimmer, The New Writing with a Purpose (recommended book), for further language exercises.

MARK OUT OF 50 FOR CONTENT/ORGANISATION: SCORE 50-38 (100%76%)

LEVEL 1 CRITERIA Content: focused on assigned topic, thoroughly developed, clearly demonstrating the skills required by the NQF criteria EXCELLE (e. g. familiarity with - recognising and recalling - the subject NT TO matter;

understanding it; application of this information; VERY analysis, for instance of relationships; evaluation, for example GOOD critiquing different approaches) Organisation: generating a piece of writing (such as an essay) with ideas clearly stated, succinct, well-organised, logically sequenced, cohesive, well-supported 30 ENN103F/101 37-28 (74%56%) 2 Content: fairly sound demonstration of skills, mostly relevant to topic, lacks detail GOOD TO AVERAGE Organisation: loosely organised, logical but incomplete sequencing and signposting 3 27-16 (54%32%) FAIR TO SHAKY: Organisation: ideas confused or disconnected, not enough logical sequencing or development, little signposting AT RISK 4 VERY SHAKY Content: not pertinent or not enough material to evaluate Organisation: does not communicate, no organisation or not enough material to evaluate Content: not enough substance or relevance, insufficient support for ideas 15-0 (30%0%) MARK OUT OF 50 FOR FORM (VOCABULARY, LANGUAGE USAGE, MECHANICS): SCORE (100%76%) LEVEL 1 CRITERIA Vocabulary: sophisticated range, effective word/idiom choice, mastery of word form, appropriate register EXCELLENT TO Language usage: effective complex constructions, few VERY language problems (agreement, tense, number, word order, articles, pronouns, prepositions) GOOD Mechanics: mastery of presentation: neatness, spelling, punctuation, capitalisation, paragraphing and essay structure; meticulous and consistent referencing of sources used 37-28 (74%56%)