

ENGLISH 621: Written Communication for ESL Graduate Students

ENGL 621-0201 (MWF 9:30-10:20 a.m.) • HEAV 208 • Fall 2006

INSTRUCTOR INFORMATION

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COURSE GOALS

The primary goals of this course are to help you improve your written communication in English, and to increase your proficiency in writing for academic audiences. You should not expect to see dramatic improvement in your writing during only one semester; improvement is gradual and occurs with much practice over a period of time. However, by the end of the semester you can expect to:

- gain familiarity with several written *genres* that are common to graduate study;
 - gain increased control over focus, organization, language, and style in your writing;
 - learn strategies for analyzing, writing, and revising several types of evaluation and critique;
 - better understand the conventions and expectations of writing in your research discipline;
 - become a more self-sufficient writer of English as a second language.
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REQUIRED MATERIALS

- English 621 coursepack (available at **COPYMAT** in Chauncey Village Mall)
 - a three-ring binder for storing the coursepack and other handouts
 - 2 highlighter pens for marking up texts (different colors)
 - 2 copies of a technical paper in a journal related to your area of research*
 - 2 copies of a published book review from the same journal*
- *Keep one copy in your binder and provide me with one copy.*

RECOMMENDED MATERIALS

- an English-English dictionary
- a handbook or stylebook for writing in your discipline (e.g., *American Psychological Association*, *American Chemical Society*, *IEEE Computing Society*)
- Swales, J.M., & Feak, C.B. (2004). *Academic writing for graduate students: Essential tasks and skills, Second Edition*. Ann Arbor, MI: The University of Michigan Press. **or**
- Swales, J.M. & Feak, C.B. (2000). *English in today's research world: A writing guide*. Ann Arbor, MI: The University of Michigan Press.

ATTENDANCE

Attendance is required in class and at all conferences. Because many of our meetings will take place in individual writing conferences, you will miss important information and practice time if you skip class. If you have to miss class for a professional conference or another professional commitment, you must notify me *in advance* to make up the work. More than 3 absences will result in a failing grade. Excessive lateness will result in a lowered course grade.

PARTICIPATION

Class sessions will be spent discussing, analyzing, and revising writing. You will often work in groups, read each other's drafts, and be expected to talk in class. Participating actively and regularly is essential for your improvement as an academic writer. Please come prepared, ask questions, and use this opportunity to learn as much as you can. Mistakes are welcome here.

PROJECTS AND ASSIGNMENTS

These projects and assignments are intended to help you cultivate the critical capacities needed to write effectively. Please allow yourself ample time to draft and revise your writing. All deadlines are firm, and all assignments should be submitted the day they are due. Sloppy, difficult to read, or incomplete work will not be accepted. Late work is generally not accepted. However, if an illness or emergency prevents you from completing an assignment on time, please contact me *in advance* to arrange for an extended deadline. Assignments include:

Major Projects	
Writer's Autobiography	100 points
CV/Resume and Cover Letter	100 points
Journal Article Analysis & Review	100 points
Research Proposal	100 points
Short Assignments (SAs)	60 points
Reading or Other Preparation	40 points
	500 points

EVALUATION AND GRADING

English 621 is offered pass/fail (or satisfactory/unsatisfactory). The course is worth 500 total points. You must complete *all* projects and assignments, attend *all* scheduled conferences, and earn at least **350 points** to receive a grade of **Satisfactory**. Incomplete assignments, excessive absences, or fewer than 350 points will result in a grade of **Unsatisfactory**.

ACADEMIC HONESTY

As a researcher, you would not want someone discussing your work without giving you credit. At Purdue, we value academic honesty; therefore, everything you submit for this course should be your original work and should responsibly cite borrowed sources. We will review strategies for citing sources in class, but if you have questions about this or about what constitutes plagiarism, please ask me anytime. You may also visit the Office of the Dean of Students web site at <http://www.purdue.edu/ODOS/osrr/integrity.htm>.

CLASS SCHEDULE

This schedule may change during the semester. Please check online for updates.

WK1	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
8-21-06	Course Introduction; Needs Assessment	Read and annotate syllabus.
8-23-06	Electronic Resources; In-class Writing (BRNG B275)	Read query letters and situational e-mails.
8-25-06	Academic English Audiences; Open & Supporting Genres (BRNG B275)	"Positioning" (SA1) due Monday

WK2	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
8-28-06	Writer's Autobiography (WA): Positioning	Begin reading and annotating samples.
8-30-06	Sample Autobiographies	WA 1st draft due Friday
9-1-06	WA Peer Review: Stance, Themes, Turning Points	Locate your technical paper and book review.

WK3	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
9-4-06	No Class – Labor Day	
9-6-06	Conferences	
9-8-06	Conferences	WA 2nd draft due Monday

WK4	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
9-11-06	WA Second Peer Review: "Moves", Organization, Language	"Journal Description" (SA2) due Wednesday
9-13-06	Conferences	
9-15-06	Conferences	WA final draft due Monday; read tips on writing academic cover letters.

WK5	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
9-18-06	Curriculum Vitae (CV) and Cover Letter (CL): Academic vs. Business Audiences	Locate and print a job announcement; read and annotate sample CVs.
9-20-06	Sample CVs	
9-22-06	CV Organization: Gapping, Parallelism	CV 1st draft due Monday

WK6	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
9-25-06	CV Peer Review: Persuading and Building Credibility	Locate sample CV and cover letter; read and annotate sample CLs.
9-27-06	Conferences	
9-29-06	Conferences	

WK7	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
10-2-06	CL Samples: Tailoring the Document	
10-4-06	Rhetorical "Moves"; Language of Self- Promotion	CL 1st draft due Friday
10-6-06	CL Peer Review	

WK8	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
10-9-06	No Class – Octoberbreak	
10-11-06	Conferences	
10-13-06	Conferences	CV and CL final drafts due Monday

WK9	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
10-16-06	Critical Reviews; Evaluation & Critique	“Critical Review” (SA3) due Wednesday
10-18-06	Journal Article Analysis/Review (JAR)	Read Article 1 and reviews.
10-20-06	Article 1	Compare Article 1 and published version; draft “mock” introduction to critical review of Article 1.

WK10	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
10-23-06	Article 1 mock review	Read and annotate Article 2.
10-25-06	Article 2	
10-27-06	JAR (cont’d): Summarizing “Voices”, Avoiding Plagiarism	JAR 1st draft due Monday

WK11	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
10-30-06	JAR Peer Review: Language of Critique	
11-1-06	Conferences	
11-3-06	Conferences	“Research Strategies” (SA4) due Monday

WK12	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
11-6-06	Journal Article Analysis/Review (cont’d)	
11-8-06	Proposal Writing	JAR final draft due Friday
11-10-06	Research Proposal (RP); Providing Context	

WK13	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
11-13-06	Statement & Significance of Problem	Read and annotate samples.
11-15-06	Research Plan/Methodology	Begin reading abstracts.
11-17-06	Abstracts: Language of Abstracts	RP 1st draft due Monday

WK14	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
11-20-06	RP Peer Review: Academic Style	
11-22-06	No Class – Thanksgiving break	
11-24-06	No Class – Thanksgiving break	

WK15	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
11-27-06	Conferences	
11-29-06	Conferences	RP 2nd draft due Friday
12-1-06	Research Proposal (cont’d)	

WK16	IN CLASS/TOPIC	PREPARATION FOR NEXT CLASS
12-4-06	Presentations	
12-6-06	Presentations	RP final draft due Friday
12-8-06	Course Evaluations; Reflective Writing	