



# Advanced Academic English Skills

ULAB2122

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## COURSE OVERVIEW

This course reinforces and enhances all four key language skills to **facilitate students' language use in academic context**. This includes reading and synthesizing information, listening for main ideas and details (e.g. lectures), taking notes, writing clearly and coherently, and participating in oral presentation and class discussions. The course incorporates features of **vocabulary and grammar of academic English**. In addition, the course fosters **independent learning activities** facilitated by **online resources**. At the end of the course students should be able to integrate skills and knowledge to perform tasks in academic contexts.

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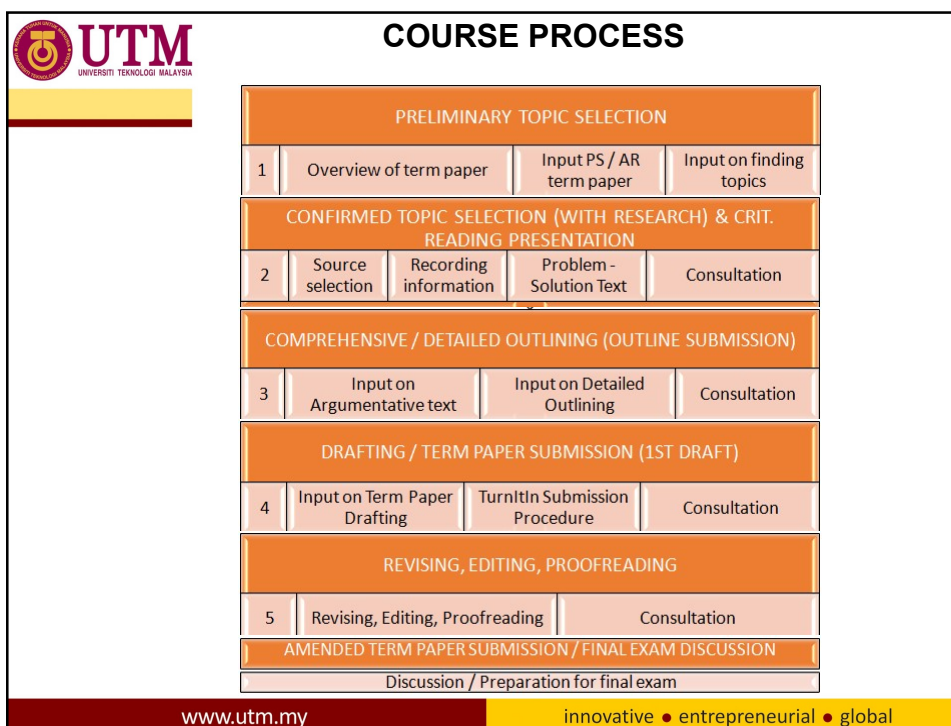
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No.	Assessment	Number	% each	% total	Meeting
1.	Summary of Critical Reading (Individual)	1	10	10	4
2.	Term Paper (Pair)				
	i. Outline	1	10	10	3
	ii. First Draft	1	20	20	5
	iii. Final Draft	1	10	10	6
3.	Oral Presentation of Term Paper (Individual)	1	10	10	6
4.	MyLinE Self-Access (Individual)	Quizzes / Forum		10	3-6
5.	Final Exam			30	
	Overall Total			100	



## UHB2122 STUDENTS INFO

1. Name
2. IC #
3. Status
4. E-mail
5. Phone number
6. Mail Address (Home College/ Workplace)
7. Results: MUET/ Previous English Course
8. Occupation
9. Academic Writing Experience.
10. Previous English Lecturer



## TERM PAPER ASSIGNMENT BRIEF

### GOALS AND OBJECTIVES

The goals of this assignment are to help you:

- become more knowledgeable about finding and using **varied research sources** in academic writing.
- further develop your **critical thinking skills** and **back up your points with evidence**.
- become more adept at **synthesizing information** and **developing informed views**.
- discipline yourself to **follow a scholarly research format** to **document in-text sources** and a **reference page (bibliography)**.
- compose a **well organized, clear, concise, term paper** to expand your knowledge on a subject of your choosing.

**Objectives**

- To find a research topic
- To narrow a research topic
- To write a thesis statement
- To write a comprehensive outline
- To write an extended essay in order to support a stand (argumentative) OR to solve a problem (problem solution), demonstrating your understanding of the subject under investigation
- To synthesize a limited number of a variety of sources
- To filter and evaluate sources
- To cite sources properly
- To avoid plagiarism
- To draw a conclusion
- To revise and polish your writing

**DETAILS OF THE TERM PAPER****Term Paper Marks Breakdown**

1. Critical Reading Presentation – 10% ( marks based on your literature review and your presentation skills)
2. Extensive Outline – 10% (will be commented/given feedback by your lecturer during the consultation period)
3. Term Paper – 30% (complete term paper, including cover page and references)
4. Amended Term Paper / Final Draft – 10% (your revision / polishing of your term paper based on the comments/feedback by your lecturer)

## TERM PAPER PROCESS

### Topic Approval

The term paper is a pair work project (2 students per paper). It must either be a problem solution OR an argumentative term paper. You are free to choose/propose any topic of interest. However, all topics must be approved by your lecturer. The approval stage can be as early as **You Possibly Can Propose**. Ideally, your critical reading presentation (4<sup>th</sup> MTG) should already be about your chosen approved topic. Prior to the consultation period (4<sup>th</sup> MTG) you should have submitted a comprehensive outline on your approved topic so that your lecturer can give you meaningful feedback during consultation.

### Completed Paper

Your paper must :-

- be typed, double-spaced, with one-inch margins
- use a 12 point font ( use normal font like Times New Roman, Arial, Helvetica, Geneva, Courier)
- be printed in black ink
- be between 5 to 7 pages in length (do not fall below 5 and do not exceed 7), excluding references
- be cited accordingly. All citations must be consistent (i.e. using one citation style only). UTM's adopted citation style is Harvard, but there are other popular citation styles such as the APA and MLA styles. Your lecturer will determine which citation style you should use in your paper.
- include a cover page with your names, title of paper, your lecturer's name, the course code, and your section.



### Citation Guidelines

1. Your term paper must cite **at least 8** authoritative sources, **at least 3** of them must be from **journal articles**.
2. Other sources may be cited from books, magazines, newspapers and other relevant and credible sources.

Marks will be deducted if you produce less than 3 citations from journal articles, and less than 8 citations in total.

### Due Date

**6<sup>th</sup> Meeting**

### Paper Structure

Either problem-solution or argumentative structure.

### Plagiarism

Any written assignment (essays, project, take-home exams, etc) submitted by a student must not be deceptive regarding the abilities, knowledge, or amount of work contributed by the student. There are many ways that this rule can be violated. Among them are:

- **Paraphrases:** The student paraphrases a closely reasoned argument of an author without acknowledging that he or she has done so. (Clearly, all our knowledge is derived from somewhere, but detailed arguments from clearly identifiable sources must be acknowledged.)
- **Outright plagiarism:** Large sections of the paper are simply copied from other sources, and are not acknowledged as quotations.
- **Other sources:** often include essays written by other students or sold by unscrupulous organizations.
- **Works by others:** Taking credit deliberately or not deliberately for works produced by another without giving proper acknowledgement.
- The student submits the same essay to two or more courses.

### How to Avoid Plagiarism

- Insert quotation marks around 'copy and paste' clause, phrase, sentence, paragraph **and cite the original source**
- Paraphrase clause, phrase, sentence or paragraph in your own words **and cite your source**
- Adhere to a citation format when citing a source and when writing out the bibliography or reference page
- Attempt to write independently without being overly dependent of information from another's original works
- Educate yourself on what may be considered as common knowledge (no copyright necessary), public domain (copyright has expired or not protected under copyright law), or copyright (legally protected)



### TERM PAPER (40%)

A term paper is a kind of practice exercise in **academic writing**. In some ways it is a rather artificial exercise; real academic writing is designed to present original research and argument to the academic community, while a term paper is usually written for one person, your instructor.



## IMPORTANT CONSIDERATIONS

- Show a **good knowledge** of the topic
- Show that you have done independent research and looked **beyond your textbook and lecture notes**.
- Show **argument or perspective** that clearly explained and **supported by suitable evidence**. Not merely description.
- **Language** should be clear, accurate and be well-presented.

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## YOUR OBLIGATION : What you need to do...

- **Research and investigate.** **Seek out** obscure and hard-to-find material, and unify it into a clear presentation
- **Synthesize.** **Draw together** diverse things to show **patterns and relations**.
- **Organize.** Give **logical continuity** and structure to diverse materials.
- **Analyze.** Provide **critical analysis** in which arguments are examined for evidence, validity, logic, and flaws.
- **Clarify.** Make evidence and **arguments clearer** to the reader. **Elucidate** difficult material.
- **Examine in a broader context.** Show how a specific subject fits into a broader context, **relates** to another field, or relates to historic precedents.
- **Select and distill.** **Leave out irrelevancies** to get at the main issues of a complex subject.
- **Adopt a point of view.** Show how the **preponderance of evidence** and reason favors one side in a controversial issue.



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Argument Essay - Do the ends justify the means for presidential decisions? - Outline Day!

## DETAILED OUTLINE

### LITERATURE SYNTHESIS MATRIX

## SAMPLE

#### Introduction - How do you start your paper?

- How about starting with a quotation? Maybe something from a famous president or someone making commentary about decision making. There are many inspirational quote websites, such as brainyquote.com.
- You can use a *rhetorical question*, but try to make sure it doesn't sound too obvious (or cheesy)! *[This is a question asked not so much for its answer as to make a point.]*
- Try starting with a VERY quick anecdotal (little story) introduction.

#### FUNNEL INTRO:

- Don't forget that we are using a FUNNEL INTRODUCTION - this means you begin with a general statement and gradually progress to more specific information until you reach your very specific thesis statement.
- You need sentences that link or bridge your hook/intro to your thesis statement. This is where you could discuss the decision-making role that president's have in their careers.
- End your introductory paragraph with your thesis statement. Be sure your thesis includes the three presidents from your body paragraphs (Washington, Jefferson, Jackson). Your thesis statement should assert whether the ends justify the means for EACH president's DECISION.

**What is a thesis again???** It is a statement of your topic (decision making), your point (whether the ends justified the means in relation to this decision), and the details you'll be discussing in the essay (Washington, Jefferson, Jackson).

Useful Tip for Your Future



## SAMPLE OF TOPICS AND OUTLINES


## OUTLINE SAMPLE

## SAMPLE

- PROBLEM-SOLUTIONS  
– OUTLINES (FORMAT)

Creating a Problem/Solution  
Essay Outline

1. What are the levels of a problem/solution outline?
2. What is the purpose of each level?
3. How do I use my thesis statement to help me write my outline?


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# PLANNING YOUR TERM PAPER


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## PLANNING A RESEARCH PAPER

ABRIANNA NELSON





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# CRITICAL READING

## How to read Academic Article



### How to Read an Article

LEARNING  
COMMONS  
**LIBR@RY**

♪ [theme music]



## CRITICAL READING ANNOTATING A TEXT

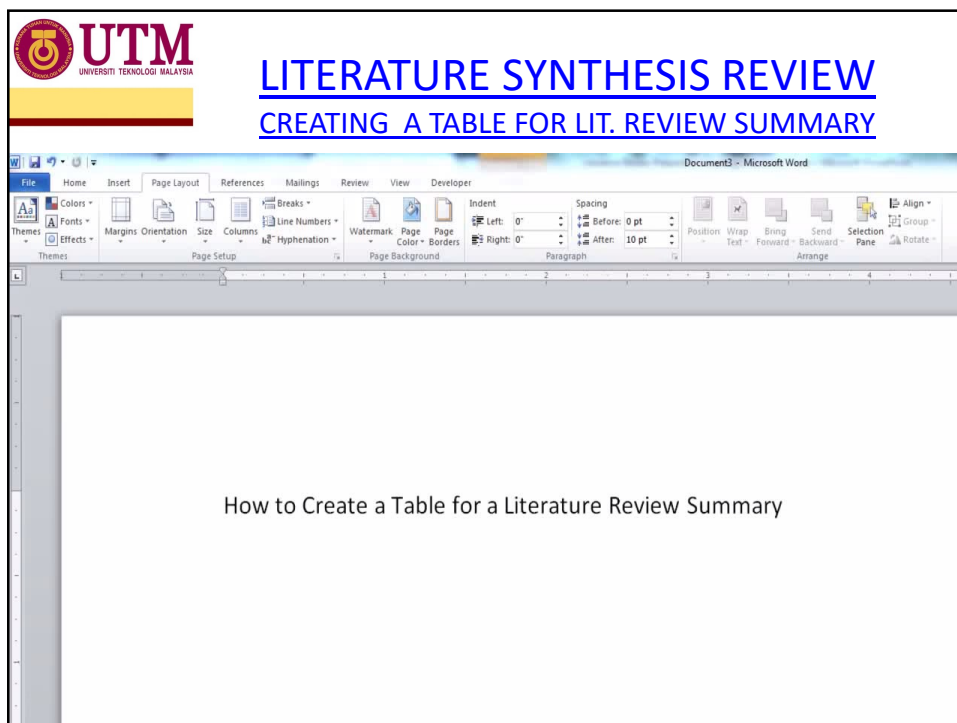
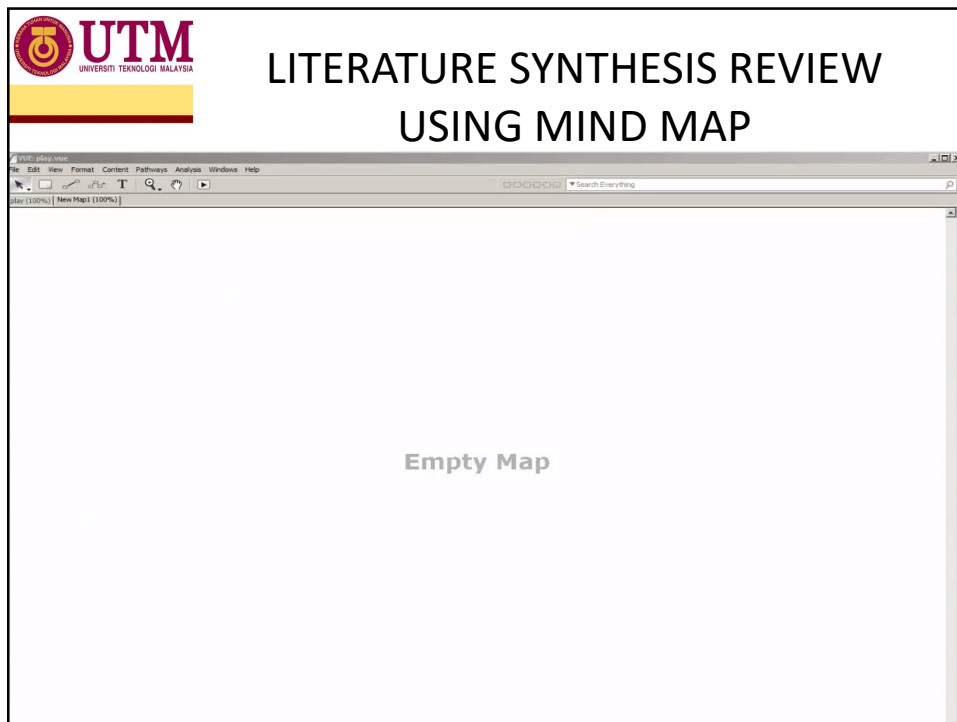
**The floods of 2007 were primarily a result of ineffective government policy. Discuss.**

Overall, the Review finds that the government responded well to the emergencies, with effective collaboration between departments and agencies. However, Sir Michael concludes that the country was not as well prepared as it should have been. He warns that 'flood risk is here to stay', and the signs are that similar extreme events are likely, underlying the need for better preparation.

*Directgov. 2007. Independent review calls for action on flood risk [Online] [Accessed 16 June 2008]. Available from World Wide Web: [http://www.direct.gov.uk/en/N11/Newsroom/DG\\_071903](http://www.direct.gov.uk/en/N11/Newsroom/DG_071903)*



## LITERATURE SYNTHESIS REVIEW





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Y.B. Dato' Seri Mohamed Khaled b. Nordin

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**MOHE**

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World Top-Ten Site Adopts WebSwami

**How To Login?**

**USERNAME**  
Students: University Acronym + Matric No.  
(e.g.: UTMAP091234)  
Staff: Staff No.

**PASSWORD**  
Local Students: IC No. (e.g. 801010012323)  
International Students: Passport No. (e.g. 0010022)  
If you can't log in, please try using your Matric No.

**IMPORTANT**  
If you can't log in, fill in the eHelp Desk form.

**Login**

Username

Password

**LOGIN**

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Welcome note by Minister

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ELSP@UMP  
ELSP@UMT  
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If you can't log in, please try using your Matric No.

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If you can't log in, fill in the eHelp Desk form.

support and services in your use of English for academic and professional purposes. Some of the services offered are such as the weekly **short courses** and **help desks**, **Friends of English (FoE)**, **English Language Communication Workshops (ELCW)**, and even **MyLine** (Online Resources for Learning in English). All the services are offered free of charge, unless stated otherwise.

What is ELSP?

### EASY WHIZZY QUIZ

**Answer 3 Questions only** **WIN RM20 EVERY WEEK**

This quiz is open from 8am Monday to 12 Midnight Sunday

**THE COMPETITION IS ON FROM WEEK 2 TO WEEK 15**

CLICK ULAB2122

**Easy Whizzy Quiz 1**  
**Easy Whizzy Quiz 2**  
**Easy Whizzy Quiz 3**  
**Easy Whizzy Quiz 4**  
**Easy Whizzy Quiz 5**  
**Easy Whizzy Quiz 6**  
**Easy Whizzy Quiz 7**  
**Easy Whizzy Quiz 8**

**Congratulations to the Winners of Easy Whizzy Quiz!**

\* Prize can be collected at the MyLine Office, Ground Floor, Graduate Students Building (Block F54)  
 \* Contact Person: Ms Wan Rohaya (07-5537870)

**SEMESTER II 2011/2012**

QUIZ	SPONSORED BY	WINNER
1	<b>Prof. Selamat Bin Hashim</b> Executive Director,	<b>Muhammad Haziq Bin Abdul Wahab</b> AE090253

**TECS**

**TECS is back!!!**  
Click for further information

**English Courses**

Please click on your course:

- UBD1312
- ULAB1012
- ULAB1022
- ULAB1112/ UHB1412
- ULAB1122
- ULAB1312
- ULAB2032
- UHB2422/ ULAB2112
- UHB3012
- UHB3022/ ULAB3122
- UHB3032
- UHB3042
- UHB3052/ ULAB3152
- UVB6013/ULAB7113
- UVB6023/ULAB7123
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**Students' Views**

Click on the links to view the videos