

TQF.3  
Undergraduate Writing for  
Academic Purposes

## **Preface**

This course is designed to assist students in need of language support to express their ideas effectively and in accordance with academic conventions. The focus is primarily on the development of writing skills with the aim of fostering critical analysis and competent production of relevant academic genres.

**Table of Contents**

<b>Chapter</b>		<b>Page</b>
<b>Chapter 1</b>	<b>General Information</b>	<b>4</b>
<b>Chapter 2</b>	<b>Aims and Objectives</b>	<b>5</b>
<b>Chapter 3</b>	<b>Description and Implementation</b>	<b>5</b>
<b>Chapter 4</b>	<b>Improvement of Student Learning Outcomes</b>	<b>6</b>
<b>Chapter 5</b>	<b>Teaching and Evaluation Plans</b>	<b>8</b>
<b>Chapter 6</b>	<b>Teaching Materials</b>	<b>11</b>
<b>Chapter 7</b>	<b>Evaluation and Improvement of Course management</b>	<b>11</b>

### **Course Details**

<b>Name of Institution</b>	Suan Dusit Rajabhat University
<b>Campus/Faculty/Division</b>	School of Tourism and Hospitality Management

### **Chapter 1 General Information**

#### **1. Code and Course**

Course Code 1500118 Course Name Undergraduate Writing for Academic Purposes

#### **2. Credit Ponds**

3(3-0-6)

#### **3. Programme and Type of Course**

Bachelor of Arts Programme in Hospitality Management

#### **4. Course Convenor and Lecturers**

Watthana Suskriripakonchai

#### **5. Semester/Year of Study**

1<sup>st</sup> Semester/1<sup>st</sup> Year

#### **6. Pre-requisite (if any)**

None

#### **7. Co-requisites (if any)**

None

#### **8. Location**

Suan Dusit Rajabhat University

#### **9. Latest Update of Course Specifications**

2012

## Chapter 2 Aims and Objectives

### 1. Aims of Subject

This course is specifically developed to provide background knowledge of the English grammar essential to academic writing for students who use English as a second or foreign language. Academic writing in the undergraduate level is an important skill that students are expected to have. The course aims to help students accumulate their writing skills throughout the course along with the analytical and critical thinking skills.

### 2. Objectives for Development/Improvement

1. To provide students with the knowledge of grammar suitable for the undergraduate studies.
2. To provide students with the concept and understanding about academic writing.
3. To provide students with academic writing skills essential to undergraduate studies.

## Chapter 3 Description and Implementation

### 1. Course Description

This course is designed to assist students in need of language support to express their ideas effectively and in accordance with academic conventions. The focus is primarily on the development of writing skills with the aim of fostering critical analysis and competent production of relevant academic genres.

### 2. Teaching Hours per Semester

Lecture	Additional Lecture	Practice/Field Experience/Internship	Self-directed Learning
45 hours per semester	As requested by students	-	6 hours per week

### 3. Academic Advising Time for Students

- In class
- Course convenor will be available for additional academic advice for 2 hours per week

## **Chapter 4 Improvement of Student Learning Outcomes**

### **1. Morals and Ethics**

#### 1.1 Morals and ethics to be developed

Enable the students to be responsible, disciplined, honest and able to morally and ethically apply specific skills learnt throughout this course as follows:

- be aware of morals, ethics, and honesty
- be punctual, and responsible for oneself and the society
- be a leader at the same time as a follower, be able to work in a team and be able to provide solutions to conflicts
- be respectful towards opinions of others as well as societal rules and regulations.

#### 1.2 Teaching methods

- lecturing alongside with examples of moral and ethical issues such in referencing and matters related to intellectual property law
- organising a focus group to find relevant examples

#### 1.3 Evaluation methods

- frequency of attendance and punctuality of assessment submission
- correct referencing

### **2. Knowledge**

#### 2.1 Knowledge to be acquired

- to acquire knowledge of English grammar and the concept of written English essential to the development of academic writing skills for undergraduate studies as well as other requirements for academic writing such as referencing

#### 2.2 Teaching methods

Lecture, focus group, group work, academic presentation, analytical studies, academic assessments throughout the semester

### 2.3 Evaluation methods

- mid-term exam, and final exam
- other written and verbal assessments throughout the semester

## **3. Cognitive Skills**

### 3.1 Cognitive skills to be developed

Develop the cognitive ability to think in a systematic and analytical manner in order to prevent and remedy problems occurred during the learning process

### 3.2 Teaching methods

- group work and academic presentation
- group discussion regarding academic writing

### 3.3 Evaluation methods

- exams and assessments that focus on students' critical thinking analysis

## **4. Interpersonal Relationship Skills and Responsibilities**

### 4.1 Interpersonal relationship skills to be developed

- interpersonal relationship with other students
- leadership skills and ability to work as a team member
- responsibility to submit assessments or complete any required tasks on time

### 4.2 Teaching methods

- delegate group work for group discussions
- require oral presentations

### 4.3 Evaluation methods

- self evaluation
- peer evaluation

## 5. Numeric analytical Skills, Communication Skills and Information Technology Skills

5.1 Numeric analytical skills, communication skills and information technologic skills to be developed

- speaking skills, listening skills and writing skills for academic purposes
- computer skills particularly Microsoft Word
- internet skills for research purposes

### 5.2 Teaching methods

- self study by learning from websites
- self study by practicing using computer software
- in class feedback after oral presentation

### 5.3 Evaluation methods

- reports and presentations using technology
- participation in discussions

## Chapter 5 : Teaching and Evaluation Plans

### 1. Lesson Plan

Week	Topics	No. of Hours	Teaching & Learning Activities, Instructional Media (If any)	Faculty Member(s)
1	<ul style="list-style-type: none"> <li>- Introduction to the course</li> <li>- written language and spoken language</li> <li>- purpose of academic writing</li> </ul>	3	<ul style="list-style-type: none"> <li>- Lectures on the topics for the week</li> <li>- PowerPoint presentation</li> <li>- Classroom discussions</li> </ul>	Wattana Suksiripakonchai

Week	Topics	No. of Hours	Teaching & Learning Activities, Instructional Media (If any)	Faculty Member(s)
2-3	- Syntax - parts of speech	6	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
4-5	- Advanced syntax - tenses - sentence structure	6	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
6-7	- Plain English 1 - Concept of plain English - Lexical level	3	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
	- Plain English 2 - Syntactical level	3	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
8-9	- Style of academic writing - Formal language - paraphrasing - Referencing - Formatting	6	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai

Week	Topics	No. of Hours	Teaching & Learning Activities, Instructional Media (If any)	Faculty Member(s)
10	- Essay structure - Deciding a topic - Planning the essay		- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
11	- Descriptive essay	3	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
12	- Comparative essay	3	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
13-14	- Argumentative essay	6	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
15	Revision	3	- Lectures on the topics for the week - PowerPoint presentation - Classroom discussions	Wattana Suksiripakonchai
16	Final exam			

## 2. Evaluation Plan

Learning Outcomes	Evaluation Methods	Week	Proportion of Evaluation (%)
1	Participation	1-15	10
2	In class exercises	2-15	20
3	Mid-term exam	8	30
4	Final exam	15	40

## Chapter 6 Teaching Materials

### 1. Main texts and teaching materials

Undergraduate Writing for Academic Purposes, the Workbook  
by Watthana Suksiripakonchai

### 2. Essential Teaching Resources

Rosenwassor, D and J, Stephen, (2011), *Writing Analytically*, USA: Wadsworth Publishing.

### 3. Recommended Teaching Resources

Foley, J.A, (2012), *Grammar Meaning and Discourse*, Bangkok: Assumption University Press.

## Chapter 7 Evaluation and Improvement of Course Management

### 1. Strategies for Course Effectiveness Evaluation by Students

Effectiveness evaluation for this course is as follows:

- Interviews with students
- Observations of students' responses during class

- Survey on lecturer evaluation

## **2. Strategies for Teaching Evaluation**

The strategies for collection data for teaching evaluation are as follows:

- Exam results
- Revision of learning outcomes

## **3. Improvement of Teaching**

- Seminar for course and teaching improvement
- Research for course and teaching improvement

## **4. Verification of Student Achievement in Class**

- Revision of assessment evaluations by external lecturers or experts

## **5. Course Review and Improvement Plan for Course Effectiveness**

- Improvement of course every 3 years or as recommended by experts
- Change of lecturers to provide students with different perspectives for the course