

Grading

Course / assignment grade 0-5

Course requirements		Course grading scale	
1. Preparatory assignments	40%	5	93 – 100% of total points
2. Final paper (Recommendation Report)	35%	4	85 – 92%
3. Online modules (Academic Writing)	5%	3	77 – 84%
4. Final oral presentation (Videoed)	20%	2	69 – 76%
Total	100%	1	61 – 68%

Absences

- 80% attendance is required (for each additional absence, 5% deducted of the final grade).

Preparatory assignments (40%)

- Preparatory assignments are a part of the step-by-step learning process when creating the final paper and the presentation. The purpose of the assignments is to help you practice and learn. You will give and receive feedback on preparatory assignments according to the schedule, so it is important to complete the assignments on time and according to the instructions. Note that to pass a preparatory assignment, you must get the grade 1 at least.

Final paper: Recommendation report (35%)

The final written assignment (Recommendation Report) is graded on a 0-35 scale based on the following criteria:

- **Task response:** The task fulfils the requirements set in the instructions (i.e., content, pattern of organisation, format, length...).
- **Cohesion and coherence:** The overall structure of the text is logical and well-organised, and cohesive devices are used within/between paragraphs and sentences to tie the ideas together and create flow (i.e., the text contains logical progression, creates topical focus,

organises information according to the given-new principle, places topical info into subject position, uses connectors and transition/signal words...).

- **Style:** The text maintains formal style throughout the text. Other characteristics taken into consideration in grading are the clarity and readability of the text (i.e., formal vocabulary choices and grammatical structures, putting action into the verb/avoiding weak verbs, avoiding top-heavy sentences/end-verbs...).
- **Lexico-grammatical structures:** The language used in the text is accurate and correct (e.g., grammatical structures, word choice and vocabulary range, punctuation, spelling...).

Academic Writing Online Modules (5%)

- Note that the online modules are an obligatory part of the course. You gain 1 point for each completed online module.

Final presentation (20%)

The final presentation is graded on a 0-20 scale based on 4 components:

- **Organisation and content:** relevance, clarity and effectiveness of the introduction, body and conclusion.
- **Metalanguage:** guiding the audience through the internal logic of the talk and transitioning between elements.
- **Visuals:** use of visuals to support the message and the organisation (content and appearance).
- **Delivery:** fluency, pronunciation, audience contact, synchronising speech and visual support.