

### **ASSIGNMENTS: GENERAL INFO**

The required assignments during this course are all submitted to MyCourses, but you would notice that several assignments also include a step where you must bring the material to classes. You can check the required preparatory homework and assignment deadlines in the Course schedule. The instructions and materials for each assignment are available in section 'Assignments'. You will receive teacher feedback on two written preparatory assignments. Additionally, you will receive feedback on your work from your co-students. You are expected to make corrections and develop your work further throughout the course, based on the feedback and topics covered during the course.

### **DEADLINES**

The deadlines of assignments are specified in the course schedule. Please note that the preparatory assignments progress step-by-step towards the final version of the written report and the presentation, so timeliness is extremely important!

### **WRITTEN COMPONENT**

The written component of this course consists of 1) three preparatory assignments developed into a final recommendation report; 2) four independently completed online modules. The final report is a recommendation of a solution from your field of study to a specific need or problem.

#### **Preparatory Assignments 1-3:**

- **Assignment 1 (Pre-course task):** find problems and identify solutions in your field of study (5 points).
- **Assignment 2,** write the Introduction paragraph for the recommendation report (problem-solution: 5 points) and provide peer feedback (5 points) on another student's text (Total 10 points).
- **Assignment 3,** write a Definition of the recommended solution (5 points) and add to the report, then provide comments and peer feedback (5 points) on another student's text (Total 10 points).

#### **Online modules 1-4:**

The 4 online modules on principles of writing will be completed online, independently. Although the modules must be completed by a deadline, they will remain available to you during the whole course if you wish to practice more.

- **Module 1:** Style and Form (workload 3-5 hours): 5 points
- **Module 2:** Given-New Principle (workload 3 hours): 5 points
- **Module 3:** Light-Before-Heavy Principle (workload 2-3 hours): 5 points
- **Module 4:** Avoiding Weak Verbs (workload: 3 hours): 5 points

#### **FINAL REPORT:**

- **Assignment 4 Final report:** A Recommendation (20 points)

### **ORAL COMPONENT**

Preparatory assignments A5-A6 lead to a final, oral presentation in class. The presentation will be based on your written work, the recommendation, and given to a small audience of co-students.

#### **Assignments 4-6:**

- A5, Presentation outline (5 points).
- A6, Rehearsal with slides and a self-evaluation (5 + 5 points).

#### **Assignment 7:** Final presentation

- Presentation (8-10 min). This presentation will be video-taped. (20 points)

#### **Division of points (total 100):**

Preparatory assignments (40%)

Final paper (20%)

Final oral presentation (20%)

Online modules 1-4 (20%)

#### **Other compulsory elements:**

Presentation rehearsal session

More than 80% attendance