

Autumn 2020: schedule and assignments		
Sessions/dates	Topics/Class activities	Student Homework
(1) Mon 26 Oct	Introductions, course outline, tasks, speaking and writing in professional and academic settings	Bring a text to class that you have written in English. Watch video on genres and style.
(2) Wed 28 Oct	Principles of effective writing: style	Do quizzes on style (4%). Choose two articles/ resources from the reading list and write a brief summary (300-500 words)
(3) Mon 2 Nov	Principles of effective writing: referencing, finding reliable sources, avoiding plagiarism	Do quiz on avoiding plagiarism (2%). Revise summary so that it conforms with academic standards. Submit to Mycourses (8%) and bring to class.
(4) Wed 4 Nov	Persuasive patterns in writing: problem-solution pattern. Peer review of article review written in correct academic style	Watch video and do quizzes on the given-new principle (4%)
(5) Mon 9 Nov	Principles of effective writing: Cohesion, given-new principle. Team work on report	Watch video and do quiz on the light-before heavy principle (4%)
(6) Wed 11 Nov	Principles of effective writing: Cohesion, light-before heavy, Expressing opinions	Begin writing the introduction to your executive summary
(7) Mon 16 Nov	Connectives Grammar and punctuation. Peer review of introduction	Begin preparing your presentation
(8) Wed 18 Nov	Online module	Complete the first draft of your executive summary and submit it MyCourses for teacher feedback (4%)
(9) Tue 24 Nov	What makes an effective presentation	Prepare for mid-course presentation
(10) Thu 26 Nov	Mid-course presentations	Prepare final presentation for practice session. Submit your presentation outline (4%)

		Submit the draft of your executive summary by Wed 2 Dec for teacher feedback (4%)
(11) Mon 7 Dec	Practice session for final presentations: peer feedback	Prepare final presentation
(12) Thu 10 Dec	Final presentations (30%, graded)	Submit your executive summary by Friday 8 Dec (40%)