

## UNL11 Academic Literacy Skills

Your Teacher for Unilearn Academic Literacy Skills is **Kelly Lofthouse; M Education, Grad Cert Behaviour Management, B Education**. Kelly is an experienced English teacher with excellent communication skills and content knowledge across several levels of schooling.

Kelly will be providing support for your studies in the Unilearn Senior English course. This support will be provided by means of a tutoring system, whereby you can discuss your difficulties with the course concepts by email or through the online course support classroom.

Please do not hesitate to contact her as you work through the course materials. One phone call or quick email can make a huge difference when you are stuck. Kelly's role is to assist you in mastering these concepts so you can move on to University studies confident that you have the knowledge necessary to succeed.

### About the Course

This unit prepares you for writing assignments at a tertiary level. The unit focuses on developing your communication and written skills that are necessary to be successful in the university environment. The unit helps you develop the necessary skills you need for essay writing and research reports, summarising readings, editing your work, citing works and referencing of articles, journals and internet resources.

This unit includes individual tutorial support with an experienced high school English teacher. Tutorial support is via email, phone and an online classroom with discussion forums. There is also a Unilearn Student Support Officer available to help you throughout your study.

The unit has flexible enrolment dates to meet your needs. Start your study when you want and complete the unit any time within the 12 month enrolment window. This unit is equivalent to year 11/12 English Communication. This unit requires a minimum of 220 hours or 13 weeks to complete. The 13-week option is only available to you if you complete the unit in the online classroom.

### Aim

The course materials comprise of a study guide or "workbook". It has been prepared for people who have not previously written essays at a tertiary level.

The Academic Literacy Skills course addresses five main questions:

- What is academic writing, and what makes it different from other kinds of writing?
- What are the main ideas, why are they important, and how can they be recognised?
- How to organise ideas and communicate them clearly?
- How to summarise and note down accurately the information required?
- How to research, write, reference and present essays?

## Structure

UNL11 Academic Literacy Skills course consists of 1 Module. Questions and Exercises are included within the module so that the learner can work through them to develop experience in problem solving.

Assignments are also provided at appropriate points in the course. Students are required to successfully complete Five (5) of these assignments.

Tutorial Support is available from the UNL11 Academic Literacy Skills Teacher. This support, which can be accessed by the online classroom, mobile phone or email, is designed to help students clarify understanding of concepts, to provide details of solutions to exercises, and to answer other relevant queries.

## Hours of Study

In general the course should be completed in a minimum of 220 hours of study. The actual time required by an individual student to receive a successful result, however, will depend on the background, time available and needs of the learner.

## Grading Scheme

Students are required to complete all required materials (progress tests and lab activities) with a score of 60% or above on each in order to be eligible to sit the final exam. A student's final grade is an accumulation of all required content and will be weighted as follows:

Assignment 2 - 10%

Assignment 3 - 25%

Assignment 4 - 15%

Assignment 5 - 50%

The final grading scale is as follows:

Pass (P) - 50-64%

Credit (C) - 65-74%

Distinction (D) - 75-84%

High Distinction (HD) - 85% and above

## Content

Acknowledgements

Introduction

The purpose of Academic Literacy Skills

How to use this book

Finding your way around

Unit 1 - First Principles

The requirements of academic essays

The purpose of this chapter

Quality & convention

Organisation & structure

Language & style  
Understanding & purpose  
Word & dictionaries  
Where to next?  
Feedback

Language builder Section 1: Unit 1

The basic sentence  
Objectives  
Sentence fragments  
Subjects & verb groups  
Main units of meaning (MUMs)  
Commas in MUMs: Lists  
Agreement between subjects & verbs  
Answers to progress checks

Unit 2 - The importance of main ideas

The purpose of this chapter  
Structure  
Main ideas  
Topic sentences: What are they?  
Supporting information  
Feedback

Language builder Section 1: Unit 2

Main units of meaning in combination  
Objective  
Joining main units of meaning  
Answers to progress checks

Unit 3 - Ways of organising text Part 1

The purpose of this chapter  
The thesis  
Definitions  
Classification  
Classification in longer texts  
Classification used to advance a point of view  
Feedback

Language builder Section 1: Unit 3

Adding supporting units of meaning (SUMs)  
Objectives  
Distinguishing between supporting units of meaning & main units of meaning  
Joining SUMs & MUMs  
Fragments often confused  
Units of meaning that name  
Supporting units of meaning that describe or explain  
Supporting units of meaning that indicate special relationships  
Answers to progress checks

Unit 4 - Ways of organising text Part 2

The purpose of this chapter  
Compare & contrast  
Writing your own compare/contrast paragraphs  
Comparison & contrast in longer sections of text  
Comparison/contrast & the thesis  
Cause & effect

Cause & effect & the thesis  
Feedback

Language builder Section 1: Unit 4

Review: Indicating relationships by using the various combinations of MUMs and SUMS  
Objective  
Cause, effect, reason, result  
Contrast & concession  
Time-order  
Addition  
Replacing  
Transitions  
Another pattern for supporting units of meaning  
Final practice  
Answers to progress checks

Unit 5 - Analysing E1 summarising text Part 1

The purpose of this chapter  
Previewing & overviewing  
Making a paragraph summary  
Feedback

Language builder Section 2: Unit 1

Style  
Objectives  
Conciseness  
Precision  
Avoiding general terms  
Clichés  
Jargon  
Parallel constructions  
Answers to progress checks

Unit 6 - Analysing & summarising text Part 2

The purpose of this chapter  
Two summaries compared  
So—what makes a good summary?  
How to write a summary  
Feedback

Language builder Section 2: Unit 2

Style  
Objectives  
Mixed constructions  
Shifts  
Consistency of tone  
Sentence variety  
Emphasis in SUMs & MUMs  
Answers to progress checks

Unit 7 - Writing your own essay Part 1

Analysing the questions  
The purpose of this chapter  
The characteristics of a good essay  
The six stages in essay writing  
Analysing the question  
Feedback

Unit 8 - Writing your own essay Part 2

Researching your topic

Section 1: Reading with purpose

Section 2: reading techniques

Technique 1: Previewing

Technique 2: Skimming

Technique 3: Scanning

Section 3: Note-taking

Feedback

Unit 9 - Writing your own essay Part 3

Planning & drafting

The purpose of this chapter

Getting organised

The components of your essay

Feedback

Unit 10 - Writing your own essay Part 4

The purpose of this chapter

Editing

Quotations & references to the ideas of other writers

How to reference