



Sharif University of Technology
Languages and Linguistics Center
Fall Semester, 2023-24

Course: *Writing Academic Texts*

Number of Credits: *2 Credits*

Instructor: *Saeed Rezaei*

Location: *Languages and Linguistics Center, Audio-Visual Room*

Office Hours: *Sundays & Tuesdays! (By appointment please)*

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Course Description

This course is developed for M.A. students of TEFL at Sharif University of Technology who intend to develop an academic knowledge of written discourse and genre in language related disciplines. In addition to writing, students will be familiarized with some fundamental issues in study skills including online and library search. Though creative writing is welcomed, the instructor will mainly adopt a genre-based approach following the dominant genres and subgenres. This syllabus is a spiral one but a negotiated syllabus will also emerge—through classroom interactions—and minor changes might occur during the term depending on the students' competence and ability. Moreover, since only one course is allocated to academic writing in Iran, some basics of writing already covered in B.A. level are taken for granted.

Course Objectives

Among many objectives, students are expected to:

- develop their confidence and self-efficacy in academic writing;
- get familiar with the structural conventions and genres of academic writing;
- boost their academic integrity by learning how to avoid plagiarism;
- be familiarized with the main trends of research and academic journals in TEFL/Applied Linguistics and related national and international academic institutes and universities;
- improve their critical reading/writing skills along with writing more clearly and incisively;
- develop the ability to edit, refine, and polish their written works; and
- get familiarized with the APA system of referencing and citation.

Scoring Criteria

a) Class Participation	2 points
b) Classroom Assignments	4 points
c) Mini Proposal	4 points
d) Final Exam	10 points

Required Readings

- Flowerdew, J., & Li, Y. (2007). Plagiarism and second language writing in an electronic age. *Annual Review of Applied Linguistics*, 27, 161-183.
- *Publication manual of the American Psychological Association* (7th ed.) (2020). American Psychological Association.
- Woodrow, L. (2014). *Writing about quantitative research in applied linguistics*. Palgrave MacMillan.

Supplementary Readings

- Bailey, S. (2011). *Academic writing: A practical guide for students* (3rd ed.). Routledge.
- Cargill, M., & O'Connor, P. (2009). *Writing scientific research articles: Strategy and steps*. Blackwell Publishing.
- Hartley, J. (2008). *Academic writing and publishing: A practical handbook*. Routledge.
- Paltridge, B., & Starfield, S. (2007). *Thesis and dissertation writing in a second language: A handbook for supervisors*. Routledge.
- Swales, J. M., & Feak, C. B. (2004). *Academic writing for graduate students: Essential tasks and skills* (2nd ed.). The University of Michigan Press.

Course Schedule

	Topics	Sources	Assignments
1	Introduction to the Syllabus, Ice-breaker, Pre-course (Entry) Diagnostic Test		Assignment 1: Write a 250-word essay and email it to the instructor
2	Writing in the IELTS & TOEFL	(Instructor's handouts)	Assignment 2: Write a 250-word essay and email it to the instructor
3	Essay Writing: Different Types of Essays	(Instructor's handouts)	Assignment 3: Write a 250-word essay and email it to the instructor
4	Plagiarism in Academic Writing: Prevention Better than Cure!	Flowerdew & Li (2007) & Instructor's Handouts	Assignment 4: Write three research questions on issues related to research ethics and plagiarism
5	Format and Standards of Journal Articles	APA Manual Ch. 1 & 2 & 3	Assignment 5: Read 10 abstracts and check the moves in the abstract; and Assignment 6: Write a 200-word abstract about your area of research or proposal
6	Writing Clearly and Concisely; Mechanics of Writing	APA Manual Ch. 4, 5 & 6	Assignment 7: Revise your writings
7	Displaying Results	APA Manual Ch. 7 & Woodrow (2014)	Assignment 8: Find five papers having used t-test, ANOVA, Chi-square, correlation, regression, etc. in their results section and check how the data analyses and tables are presented.
8	Crediting Sources & Reference Examples EndNote & Google Scholar	APA Manual Ch. 8, 9 & 10	Assignment 9: Based on APA style, write 20 works related to your proposal
9	Publication Process: How to get published!	APA Manual Ch. 12 & Instructor's handout	Assignment 10: Finalize your topic for the course proposal and consult with the instructor
10	Research Proposal	Instructor's handouts	Assignment 11: Write the research questions for your proposal and send them to the instructor.
11	Research Proposal: Zoom In!	Instructor's handouts	Assignment 12: write a three page mini-proposal; Assignment 13: bring 10 studies (papers & books) in line with your research topic.
12	Proposal Presentation		We will analyze the proposals in class. We will comment on the format, style, language, and mechanics of your writing. Assignment 14: Expand your mini-proposals
13	Thesis Format: Introduction & Review of Literature	Instructor's handouts/PPTs	Assignment 15: Choose a thesis related to your proposal and evaluate its structure and format for the next session.
14	Thesis Format: Method, Data collection & Analysis, Conclusion	Woodrow (2014)	Assignment 16: Submit your mini-proposal
15	Proposal Evaluation		

Absences

Three or more unexcused absences will result in the failure of the course! Also absences/tardiness will negatively affect your final score!

Late Assignment Policy

The completion of assignments in a timely fashion is appreciated. Late assignments will receive deductions or will be discarded and only with convincing causes this rule is waived (unless under certain extenuating circumstances or the instructor's own extension!). Requests for extensions should reach me no later than a week before the assignment is due.

Professional Writing Policy

Assignments submitted are expected to follow standard writing features vaccinated from language deviations, editorial problems, or APA-related inconsistencies.

Code of Ethics and Academic Integrity

Students accused of plagiarism or cheating will receive a failure on this course and will be sent to the Office of Graduate Studies for further penalties.

E-mail Policy

Students are expected to have academic e-mails and **check their e-mails** each session before the class starts in case handouts are sent to them or specific instructions are given for the class.

Office Hours and Appointment Policy

I will be available during my office hours placed on my office door. If you have some schedule conflicts and cannot meet me during my schedule time, you can e-mail me to arrange an appointment at a mutually convenient time. Please contact me before the appointment time.