

Academic Writing (Fall)

Academic Writing: Methods of Production and Evaluation

Instructor: Prof. Matthew Hanley

Elective / Basic Subjects / 2 credits

"Depending on the public health situation caused by the COVID-19 pandemic, we may have to make some changes to our autumn-semester classes. In principle, we will follow the same syllabus, but think of it as a guide, not a contract. Everything is subject to change. If we are not allowed to have face-to-face meetings, we will use online materials (text, video, audio). Once you register, please check keio.jp for instructions. You will still have to submit a needs assessment questionnaire so that I can select 16 students in the first week. I will submit a list of accepted students to Gakusei-bu. If your name appears on the list, you may register."

In this course, participants will work on the interrelated skills of (a) understanding the writings of others and (b) improving their abilities to express their thoughts in writing. Students will refine their writing skills both through homework, requiring both writing assignments and analysis of readings, and in-class group work. One part of each class will be devoted to peer editing, in which students review and constructively criticize each other's work. Another part will be reserved for student presentations, in which teams will explain and give examples of the day's topic. The course aims to develop writing skills that will be useful to students who are pursuing graduate study as well as to those who intend to begin or continue their careers in the private or public sectors.

Course Plan

- 1 Week 1: Writing as thinking; class overview and needs assessment
- 2 Week 2: The thesis statement
- 3 Week 3: Paragraph development
- 4 Week 4: Paragraph unity and coherence
- 5 Week 5: Evidence
- 6 Week 6: Grammar
- 7 Week 7: Transitions
- 8 Week 8: Logic
- 9 Week 9: Fallacies
- 10 Week 10: Rhetoric
- 11 Week 11: Argument
- 12 Week 12: Citation and plagiarism
- 13 Week 13: Style and word choice
- Other Week 14: Student presentations
- Other: Review and conferences

Method of Evaluation :

Grades will be based upon class participation and the quality of course work.

Grading Specifics:

- Attendance (mandatory) and active participation in discussion: 50% of the course grade
- Homework assignments: 25%
- Final paper: 25%

Textbooks :

Most materials will be provided (as handouts or PDF files) by the instructor. Students should buy or access online the following short supplementary text: Strunk and White, *The Elements of Style*.

Reference Books :

Students should have a good college-level dictionary.

Lecturer's Comments to Students :

Class size will be limited to 16 students. During the guidance session in October, I will give a needs assessment questionnaire. I will submit a list of accepted students to the academic affairs section.

Only students whose names appear on the list may register for the class.

The class will be “built” around discussion of the required readings and peer evaluation of weekly writing assignments, so a limited class size will enable all students to participate.

General Expectations:

This course is very demanding, but I believe that it will help push each of the participants to grow both as scholars and as citizens of the international community. Students are expected to be attentive and contribute to in class discussions, and express their ideas and opinions in a respectful manner. Classroom discussion of the provided reading materials is a central part of the class. Thus, students must be ready to read, write, and express their opinions each week. Students should keep all writing assignments and revised writing assignments in a portfolio to be submitted for review by the instructor in a conference at the end of the semester. Required Resources: Please make sure to have a working e-mail account. You will also need access at home to a computer with word processing capabilities.

Questions/Comments :

Students may contact me by e-mail. I will be happy to talk with you before or after class or by appointment.

e-mail: <mmh@keio.jp>