Unit Outline (Higher Education)

Institute / School:	Institute of Education, Arts & Community
Unit Title:	Introduction to Professional Writing
Unit ID:	BAWRT1002
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	(HENAA1004)
ASCED:	109999

Description of the Unit:

The ability to write professionally is one of the most crucial skills for success in work and life. In this unit students will learn how to communicate clearly, effectively, accurately, and persuasively in all professional writing contexts. Students will practise writing for a variety of professional purposes, focusing on clarity, accuracy, use of evidence and persuasion. Students who complete the unit will demonstrate confident and accurate use of grammar, syntax and punctuation; the ability to write for a variety of professional purposes and audiences; and confidence in planning, drafting and editing their own writing. Students will also develop the professional skills to accurately and effectively edit others' writing through engaging in a structured peer-review and workshop process. Students will have the opportunity to develop a portfolio of professional writing which may include summaries, persuasive articles, essays and reports, relevant to a broad range of study areas and careers

Grade Scheme:	Graded (HD, D, C, P, MF, F, XF)

Work Experience:

No work experience

Placement Component:	No

Supplementary Assessment: Yes

Where supplementary assessment is available a student must have failed overall in the Unit but gained a final mark of 45 per cent or above, has completed all major assessment tasks (including all sub-components where a task has multiple parts) as specified in the Unit Description and is not eligible for any other form of supplementary assessment.

Course Level:

Level of Unit in Course	AQF Level of Course					
	5	**6**	**7**	**8**	**9**	**10**
Introductory	☐	☐	✔	☐	☐	☐
Intermediate	☐	☐	☐	☐	☐	☐
Advanced	☐	☐	☐	☐	☐	☐

Learning Outcomes:

Knowledge:

K1. Identify the rules of grammar, syntax and punctuation.

K2. Evaluate the fundamentals of effective writing for a variety of professional purposes and audiences, including the use of evidence and persuasion

K3. Reflect on the relationship between analytical skills and clear expression.

K4. Appraise the key stages in the writing process (planning, drafting, editing)

Skills:

S1. Read for comprehension and composition

S2. Analyse and evaluate techniques of persuasion and argument in written texts.

S3. Develop an audience-centred, reader-oriented approach to writing.

S4. Use grammar, syntax and punctuation to write clearly, concisely, correctly and effectively.

Application of knowledge and skills:

A1. Confidently employ grammar, syntax, punctuation, evidence and persuasion to write clearly, concisely and effectively for a variety of professional purposes and audiences.

A2. Demonstrate confidence in planning, drafting and editing their own and others' writing.

A3. Develop a portfolio of professional writing which may include summaries, persuasive articles, essays and reports, relevant to a broad range of study areas and careers.

Unit Content:

- The importance of writing professionally
- Barriers to communication
- Characteristics of clear, effective, accurate and persuasive written communication
- Parts of speech
- Punctuation
- Effective sentences
- Writing for a variety of purposes and audiences
- Structuring an effective and persuasive argument
- Rhetorical appeals
- Editing and proofreading
- Writing summaries, articles, essays and reports
- Applications of professional writing in a variety of disciplines and careers

FEDTASKS

Federation University Federation recognises that students require key transferable employability skills to prepare them for their future workplace and society. FEDTASKS (**T**ransferable **A**ttributes **S**kills and **K**nowledge) provide a targeted focus on five key transferable Attributes, Skills, and Knowledge that are be embedded within curriculum, developed gradually towards successful measures and interlinked with cross-discipline and Co-operative Learning opportunities. *One or more FEDTASK, transferable Attributes, Skills or Knowledge must be evident in the specified learning outcomes and assessment for each FedUni Unit, and all must be directly assessed in each Course.*

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 1 Interpersonal	Students will demonstrate the ability to effectively communicate, inter-act and work with others both individually and in groups. Students will be required to display skills in-person and/or online in: • Using effective verbal and non-verbal communication • Listening for meaning and influencing via active listening • Showing empathy for others • Negotiating and demonstrating conflict resolution skills • Working respectfully in cross-cultural and diverse teams.	Not applicable	Not applicable
FEDTASK 2 Leadership	Students will demonstrate the ability to apply professional skills and behaviours in leading others. Students will be required to display skills in: • Creating a collegial environment • Showing self -awareness and the ability to self-reflect • Inspiring and convincing others • Making informed decisions • Displaying initiative	Not applicable	Not applicable
FEDTASK 3 Critical Thinking and Creativity	Students will demonstrate an ability to work in complexity and ambiguity using the imagination to create new ideas. Students will be required to display skills in: • Reflecting critically • Evaluating ideas, concepts and information • Considering alternative perspectives to refine ideas • Challenging conventional thinking to clarify concepts • Forming creative solutions in problem solving.	Not applicable	Not applicable
FEDTASK 4 Digital Literacy	Students will demonstrate the ability to work fluently across a range of tools, platforms and applications to achieve a range of tasks. Students will be required to display skills in: • Finding, evaluating, managing, curating, organising and sharing digital information • Collating, managing, accessing and using digital data securely • Receiving and responding to messages in a range of digital media • Contributing actively to digital teams and working groups • Participating in and benefiting from digital learning opportunities.	Not applicable	Not applicable

FEDTASK attribute and descriptor		Development and acquisition of FEDTASKS in the Unit	
		Learning Outcomes (KSA)	Assessment task (AT#)
FEDTASK 5 Sustainable and Ethical Mindset	Students will demonstrate the ability to consider and assess the consequences and impact of ideas and actions in enacting ethical and sustainable decisions. Students will be required to display skills in: • Making informed judgments that consider the impact of devising solutions in global economic environmental and societal contexts • Committing to social responsibility as a professional and a citizen • Evaluating ethical, socially responsible and/or sustainable challenges and generating and articulating responses • Embracing lifelong, life-wide and life-deep learning to be open to diverse others • Implementing required actions to foster sustainability in their professional and personal life.	Not applicable	Not applicable

Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Tasks	Assessment Type	Weighting
K1	A series of weekly online quizzes designed to support students' learning of grammar, punctuation and syntax	Quizzes	Hurdle
K1, K2, K3, K4, S1, S3, S4, A1, A2, A3	Write a summary of a selected article using the summary format.	Summary	25-35%
K1, K2, K3, K4, S1, S2, S3, S4, A1, A2, A3	Research, plan, compose and edit either an argumentative essay or a persuasive piece with exegetical component.	Argumentative essay or persuasive piece with exegesis	30-40%
K1, S1, S4, A1	Written test evaluating professional writing skills, such as comprehension, grammar, syntax and punctuation.	Test	25-35%

Adopted Reference Style:

Other (Australian Harvard)

Refer to the library website for more information

Fed Cite - referencing tool