Course Outline (Higher Education)

School:	School of Arts
Course Title:	INTRODUCTION TO PROFESSIONAL WRITING
Course ID:	HENAA0002
Credit Points:	0.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	Nil
ASCED:	109999

Description of the Course:

The ability to write professionally is one of the most crucial skills for success in work and life. In this course 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 course 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:	Ungraded (S, UN)
Placement Component:	No
Supplementary Assessment:	Yes

Where supplementary assessment is available a student must have failed overall in the course but gained a final mark of 45 per cent or above and submitted all major assessment tasks.

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.

Course Content:

Topics may include:

- 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

Values:

V1. Develop an appreciation for the importance of professional writing.

V2. Respect the ideas and skills of others.

V3. Develop an understanding of the relationships between written texts, purposes and audiences.

V4. Develop an understanding of the complexities in undertaking and evaluating writing.

V5. Actively participate in learning in a supportive environment.

Graduate Attributes

The Federation University FedUni graduate attributes (GA) are entrenched in the Higher Education Graduate Attributes Policy (LT1228). FedUni graduates develop these graduate attributes through their engagement in explicit learning and teaching and assessment tasks that are embedded in all FedUni programs. Graduate attribute attainment typically follows an incremental development process mapped through program

progression. **One or more graduate attributes must be evident in the specified learning outcomes and assessment for each FedUni course, and all attributes must be directly assessed in each program**

Graduate attribute and descriptor		Development and acquisition of GAs in the course	
		Learning Outcomes (KSA)	Assessment task (AT#)
GA 1 Thinkers	Our graduates are curious, reflective and critical. Able to analyse the world in a way that generates valued insights, they are change makers seeking and creating new solutions.	K2, K3, K4, S2	AT3
GA 2 Innovators	Our graduates have ideas and are able to realise their dreams. They think and act creatively to achieve and inspire positive change.	A3	N/A
GA 3 Citizens	Our graduates engage in socially and culturally appropriate ways to advance individual, community and global well-being. They are socially and environmentally aware, acting ethically, equitably and compassionately.	S2, S3, A1	N/A
GA 4 Communicators	Our graduates create, exchange, impart and convey information, ideas, and concepts effectively. They are respectful, inclusive and empathetic towards their audience, and express thoughts, feelings and information in ways that help others to understand.	K1-K4, S3, S4, A1-A3	AT1, AT2, AT3, AT4
GA 5 Leaders	Our graduates display and promote positive behaviours, and aspire to make a difference. They act with integrity, are receptive to alternatives and foster sustainable and resilient practices.	S3	N/A

Learning Task and Assessment:

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Graduate attribute and descriptor		Development and acquisition of GAs in the course	
		Learning Outcomes (KSA)	Assessment task (AT#)
GA 4 Communicators	Our graduates create, exchange, impart and convey information, ideas, and concepts effectively. They are respectful, inclusive and empathetic towards their audience, and express thoughts, feelings and information in ways that help others to understand.	K1-K4, S3, S4, A1-A3	AT1, AT2, AT3, AT4
GA 5 Leaders	Our graduates display and promote positive behaviours, and aspire to make a difference. They act with integrity, are receptive to alternatives and foster sustainable and resilient practices.	S3	N/A

Adopted Reference Style:

APA

Refer to the library website for more information

Fed Cite - referencing tool