

**Lectura Crítica y Expresión Escrita en Inglés (8 créditos)**

**Critical Reading and Writing in English**

Undergraduate program: CI  
**Requisito Nivel de inglés B2; TOEFL = 550**<https://lenguas.iteso.mx/web/general/detalle?group_id=7002726>

**Redacción de Textos Académicos en Inglés (8 créditos)**

**Writing Academic Texts in English**

Undergraduate Program: RN

**Dirección General Académica**

**Departamento de Lenguas**

**Instructor:** Mtro. Enrique Sánchez

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**Course Prerequisites:** Prior completion of institutional English language requirement.

**Schedule:** Fully online, asynchronous work (no pre-established times).

**Required course materials:**

Materials and activities posted on Canvas page

English-English dictionary (can be online)

**Course description and objectives:** This workshop aims to help you become more effective readers and writers in English.  This means that the course will concentrate on *written* English,although not exclusively. Since you have already demonstrated a certain mastery of basic English grammar and vocabulary by completing ITESO’s institutional English requirement, now it's time to look at more complex aspects of the language: paragraphs, texts, genres, purpose, bias, style, connotation, credibility, etc.

As aspiring professionals in an international field, you will be expected to produce professional-caliber written documents; in this course you will work specifically on academic writing, business letters, business reports, technical writing and compare/contrast essays. You'll also be doing some very close, critical readings of different kinds of texts, especially examples of these five genres, in order to get below the surface and look for deeper structures, meanings and conventions. This will give you elements to look critically at the text: at the author's purpose, assumptions and agenda; at his or her conception of the reader; at the wider issues that the text relates to; at the stylistic conventions that readers expect. These exercises in critical textual analysis will then provide you with models and techniques for writing effective texts yourself.

Throughout the course you will also be developing your vocabulary.  At this level of English, one area that makes a significant difference between an upper intermediate learner and an advanced learner is an extensive vocabulary.

**Student Preparation:** This course is worth8 credits, which means that students are expected to work 8 hours a week on it. Four of the 8 hours correspond to class time; the other 4 involve independent work outside of class. It is the student’s responsibility to keep up with assignments by accessing the Canvas website for the course, as well as his/her institutional e-mail account.

**Late/Incomplete work:** Students are aspiring professionals,and therefore professional standards of work are expected. This includes deadlines. Assignments must be completed and handed in by the specified session at the beginning of class. Exceptions or accommodations will be made *only for* unavoidable and documented emergencies such as major illnesses and hospitalization. If you are absent, you will not receive credit for in-class work. If you miss a class, you are responsible for getting the missed information. If you know in advance that you will miss a class when an assignment is due, submit it early or send it in with a classmate on the due date.

Many of the written assignments require a first and second draft, or rewrite. The grade is assigned to the second draft, which should reflect the student’s assimilation of the teacher’s feedback on the first draft. Submitting only a first draft for review, or only a second draft without going through the revision process, does not ensure a grade because the writing and re-writing process has not been completed. We seek a recursive process that can lead to learning through revisions. Not submitting the second draft will result in a zero (0) on the assignment, unless the teacher makes an explicit exception. All final drafts will be published in your on-line portfolio.

Plagiarism will result in a zero (0) on the assignment without the possibility of a rewrite. In terms of the overall class, a plagiarized assignment will be counted like one that is not turned in.

**Grading:** The passing grade for this course is 6, or 60 on a scale of 0-100. 59 points are not enough to pass. There is no extraordinary exam since this course is a workshop.Each assignment requires in-class participation, research, planning, organization, and practice. Your final grade will be based on the following:

**GRADING CRITERIA**

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| **Weight** | **Component** | **Description** |
| 50% | Five major assignments | ◼ Team work (groups of two or three)  ◼ A draft must be submitted (not graded)  ◼ A final version must be submitted (graded) |
| 10% | Study Guides | ⚫ A Word document with theory, practice, and reflection related to formal and academic writing  ⚫ Individual |
| 20% | Critical Reading  Discussion Forums | ◼ Individual posts (one original post minimum)  ◼ Interaction among classmates and professor (two replies to original posts minimum)  ◼ Practice of critical reading skills  ◼ Reading and discussion of academic articles |
| 20% | Quizzes | ⚫ Individual  ⚫ Multiple choice  ⚫ Review of all concepts studied in each module |

**Course outline:** See Canvas page for a full description of the course program and activities.

# Bibliography

Barnet, S. & H. Bedau, (2005) *Critical Thinking, Reading & Writing,* St. Martin’s Press: Boston.

Lovinger, P. (2000) *The Penguin Dictionary of American Usage and Style,* Penguin References: London.\*

Lunsford, A. (2003) *The Everyday Writer: with 2003 Update*, St. Martin’s Press: Boston.

Strunk, W., Jr. & E. B. White (2000) *The Elements of Style*, Longman: New York.\*

Trask, R. L. (1997) *The Penguin Guide to Punctuation*, Penguin References: London.\*

\*There are links to these e-books on the Moodle page for this course.

**Disposiciones escolares y reglas del curso:**

* La asistencia de los estudiantes a las sesiones de trabajo es **obligatoria**. El estudiante deberá acreditar por lo menos 80 por ciento de asistencias en relación con el total de sesiones programadas para poder aprobar la materia. Para estos efectos, el cálculo se realizará a partir de que el estudiante esté oficialmente registrado en el curso.
* El maestro no justifica ni “borra” faltas; el estudiante es responsable de su proceso y de administrarse dentro de los límites previstos por el reglamento universitario.
* La clase iniciará a la hora con diez minutos, momento en que se registrará asistencia, y terminará a los cincuenta minutos de la hora siguiente (cada sesión de trabajo será de 100 minutos).
* No existen los retardos.
* El alumno que abandone el aula por más de diez minutos durante la sesión de clase pierde su asistencia.
* No se permite tener encendido ningún aparato electrónico dentro del aula, como teléfonos celulares, radios portátiles, localizadores, etc. Únicamente se puede tener encendidas las computadoras personales para cuestiones de trabajo en el aula cuando sea necesario.
* No se permite comer ni fumar dentro del aula.
* Al término de la sesión de trabajo el salón debe quedar ordenado y limpio: mesas y sillas en su lugar, pizarrón limpio.
* Al estudiante que sea sorprendido copiando de notas o de otro compañero, o que permita que se le copie, durante un examen o quiz, se le retirará éste y recibirá calificación de cero (0). Aplica la misma sanción al estudiante que tome una fotografìa de un examen o quiz. No habrá reposición de este examen.
* Las tareas se entregan en la fecha designada por el profesor; no se aceptarán después.
* El alumno se compromete a conocer esta guía de estudio y a cumplir con los lineamientos de honestidad académica (que se encuentran explicitados en un documento con ese nombre en la plataforma Canvas).

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