

**FICHA IDENTIFICATIVA****Datos de la Asignatura**

Código	44237
Nombre	Cómo redactar y presentar un texto académico
Ciclo	Máster
Créditos ECTS	3.0
Curso académico	2023 - 2024

Titulación(es)

Titulación	Centro	Curso	Periodo
2196 - M.U. en Estudios Ingleses Avanzados	Facultad de Filología, Traducción y Comunicación	1	Segundo cuatrimestre
2243 - M.U. en Estudios Ingleses Avanzados	Facultad de Filología, Traducción y Comunicación	1	Segundo cuatrimestre

Materias

Titulación	Materia	Caracter
2196 - M.U. en Estudios Ingleses Avanzados	14 - Cómo redactar y presentar un texto académico	Obligatoria
2243 - M.U. en Estudios Ingleses Avanzados	14 - Cómo redactar y presentar un texto académico	Obligatoria

Coordinación

Nombre	Departamento
RICART VAYA, ALICIA	155 - Filología Inglesa y Alemana
SEVILLA PAVON, ANA	155 - Filología Inglesa y Alemana

RESUMEN

This subject aims to instruct the student as to how to compose an academic text with a content which is effective, well-organised and grammatically correct. In order to do this, the steps of the composition process are analysed: planning, transcription and reviewing through the use of strategies which facilitate the production of well-constructed texts according to the type of genre to be achieved (research, dissemination, MA dissertation, etc.). The language (vocabulary, syntax, grammar) specific to academic texts will also be analysed, taking into consideration non-discriminatory uses as well as relevant rhetorical functions and differentiating features specific to the area of study (linguistics, medicine, tourism, economics, law, etc.). To this aim, diverse texts belonging to a variety of disciplines will be used, so as to show the relevant structures and most recurrent vocabulary.



The subject will be divided in two parts: one particularly dealing with the writing of academic papers within the field of linguistics, and another focusing on the writing of academic papers with literature as their object of study. Specific methods, resources and conventions particular to each of these two fields will be presented and discussed in class. Additionally, the course will instruct students in academic English in regards to writing their own research as well as to presenting it orally.

The final aim of this subject is to facilitate students the process of research, composition and presentation of their Master's Final Project, and of a subsequent doctoral degree within the humanities that they may pursue after the completion of the MA.

CONOCIMIENTOS PREVIOS

Relación con otras asignaturas de la misma titulación

No se han especificado restricciones de matrícula con otras asignaturas del plan de estudios.

Otros tipos de requisitos

There are no specific requirements for this course but an excellent command of oral and written English is expected.

COMPETENCIAS

2196 - M.U. en Estudios Ingleses Avanzados

- Que los/las estudiantes sepan comunicar sus conclusiones y los conocimientos y razones últimas que las sustentan a públicos especializados y no especializados de un modo claro y sin ambigüedades.
- Capacidad para realizar trabajos de investigación de carácter académico en los distintos ámbitos de los Estudios Ingleses.
- Capacidad para presentar y defender un trabajo de investigación en el área de los Estudios Ingleses, utilizando la terminología y los recursos adecuados y apropiados dentro del campo objeto de estudio.
- Capacidad para reconocer las metodologías y teorías, así como los temas, principios terminológicos, teóricos, formales e ideológicos fundamentales para la introducción a la investigación lingüística o literaria en el área de Estudios Ingleses.
- Capacidad para interpretar y analizar textos representativos de la pluralidad lingüística y cultural de las sociedades anglófonas contemporáneas con el fin de reflexionar sobre su relevancia, no sólo en referencia a los contextos socio-lingüísticos, históricos, políticos y culturales en los que se inscriben, sino también en relación con la globalización de la cultura, dentro de los Estudios Ingleses.
- Capacidad para aplicar e integrar las destrezas y los conocimientos teóricos adquiridos sobre las distintas herramientas disponibles tanto en soporte impreso como informático (TIC) con objeto de realizar un análisis crítico propio y riguroso, dentro de los Estudios Ingleses.



- Capacidad para conseguir autonomía progresiva en el aprendizaje, búsquedas propias de recursos e información, accediendo para ello a fuentes bibliográficas y documentales sobre los distintos ámbitos que conforman los Estudios Ingleses.
- Capacidad para organizar, estructurar y desarrollar las ideas en variados tipos de documentos académicos, de mayor o menor envergadura: desde el ensayo, el informe técnico, el comentario crítico, hasta el planteamiento inicial que debe subyacer a un trabajo de investigación de más amplio calado como es la realización de un Trabajo Fin de Máster, dentro de los Estudios Ingleses.

RESULTADOS DE APRENDIZAJE

Students will

- understand the meaning and implications of research within the field of the humanities in general and particularly within that of English Studies
- know how to avoid plagiarism
- know the conventions of academic writing in linguistics and literature
- know about scientific methods of research in linguistics and literature
- be acquainted with different ways to construct, write and present a research piece by means of the analysis of already existing MA and PhD dissertations
- know about several types, methods and tools of research
- know how to plan and structure research pieces
- know how to write a research proposal, an abstract, and a sample chapter
- know how to plan and structure an oral defence of their work
- know about different citation systems and style manuals
- know how to write hypothesis and conclusions
- know how to defend their claims by means of original arguments and previous research
- know how to edit research pieces
- know how to integrate references within their research
- know how to adequately present their written research by means of orthotypographical conventions



DESCRIPCIÓN DE CONTENIDOS

1. Academic writing I: Tools, methods and conventions of academic writing in English

- Reading and researching: skimming, scanning, summarizing
- Planning and organizing: writing introductions and conclusions, methods of paragraph development
- Using sources: how to quote and avoid plagiarism
- Citation systems and style manuals
- Revising and editing
- Orthotypographical conventions

2. Research in Linguistics in English: Topics, tools, methods and writing conventions

- Types of research papers
- Quantitative vs. Qualitative research
- Structure of a research paper in linguistics
- Conventions of academic writing in linguistics
- Preplanning, planning, drafts, journal submission and conventions, camera-ready versions, proofs, and publishing
- Introducing statistics in linguistic papers: figures, tables, statistic test and quantitative data.

3. Academic writing II: Genres in academic writing

- Research proposals
- Book reviews
- Brief research reports
- Literature reviews
- Research abstracts
- Dissertations and theses: Masters Final Project

4. Presenting a research piece: Theory

- Types of presentations
- Structure of an academic presentation
- Conventions in academic presentations
- Communication and audience engagement
- Body language in oral communication
- Technological support and traditional methods
- Presentations of a Masters Dissertation

**5. Writing and presenting research in Literature: Practice**

Student presentations and discussion of research pieces in literature

6. Writing and presenting research in Linguistics: Practice

Student presentations of research pieces in Linguistics

VOLUMEN DE TRABAJO

ACTIVIDAD	Horas	% Presencial
Clases de teoría	24,00	100
Elaboración de trabajos en grupo	5,00	0
Elaboración de trabajos individuales	8,00	0
Estudio y trabajo autónomo	9,00	0
Lecturas de material complementario	4,00	0
Preparación de actividades de evaluación	9,00	0
Preparación de clases de teoría	8,00	0
Preparación de clases prácticas y de problemas	8,00	0
TOTAL	75,00	

METODOLOGÍA DOCENTE

The course is divided into theory-based and practical classes. Theory-based classes will provide the guidelines to academic writing and oral presentation of research pieces. Lectures will focus on clarification and discussion of key concepts, methods, conventions and techniques rather than on exposition of matter students can find in the dossiers and bibliography. Consequently students are expected to work on assigned tasks before attending class. The practical classes will be devoted to problem solving and case studies. Students will be asked to produce individual written material and to give oral presentations, either individually or in groups. In addition to lectures and seminars, students may be asked to attend tutorials in small groups in order to revise some of their written activities. In both, theory and practice, students are expected to participate actively through discussion.

Teaching methods

TM1-Introduction of theoretical content through lectures, with IT support where relevant

TM2-Pair or group work

TM3-Set readings (autonomous reading or with classroom discussion, selecting relevant information, relating concepts, studying, completing work sheets, writing outlines or summaries)



TM4-Oral presentation of set readings, oral or written summaries

TM5-Theoretical and practical problem solving (exercises, compilation of data for analysis, analysis of written, oral, audiovisual, digital and/or multimodal texts from different genres)

TM6-Individual paper (design and development of a project for its oral or written presentation)

TM7-Group paper (joint design and development of a project for its oral or written presentation. Negotiation of topic, paper organization, distribution of tasks, joint writing and revising)

TM8-Oral presentation of individual paper with audiovisual support

TM9-Oral presentation of group papers with audiovisual support (Negotiation of topic, organization, distribution of tasks, writing, revising, and presentation options)

EVALUACIÓN

First call:

Assessment of class attendance and active participation (30%)

Assessment of competences through written and/or oral projects (70%)

Second call:

The mark obtained for class attendance and active participation will be carried over for the second call (30%). The remaining 70% will be also assessed through written and/or oral projects.

Having another person or company do the writing of an assignment for you, which includes using artificial intelligence tools like ChatGPT, is considered plagiarism, thus a violation of academic integrity. It will automatically lead to a failing grade and MAES instructors reserve the right to conduct an investigation and reassess students who are suspected of having resorted to any sort of plagiarism in their work.

REFERENCIAS

Básicas

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- Carter, Matt. Designing Science Presentations: A Visual Guide to Figures, Papers, Slides, Posters and More. Amsterdam: Elsevier, 2013



- Godfrey, Jeanne. *How to Use your Reading in your Essays*. Basingstoke: Palgrave Macmillan, 2013.
- Graff, Gerald and Cathy Birkenstein. *They Say, I Say: The Moves that Matter in Academic Writing*. New York : W.W. Norton & Company, 2014.
- Osmond, Alex. *Academic Writing and Grammar for Students*. London: SAGE, 2013.
- Wallwork, Adrian. *English for Presentations at International Conferences*. NY: Springer, 2010.

Complementarias

- Bailey, Stephen. *A Handbook for International Students*. NY: Routledge, 2006
- Borg, James. *Body Language: How to Know Whats Really being Said*. Harlow: Pearson, 2013.
- Cottrell, Stella. *Dissertations and Project Reports: A Step by Step Guide*. Basingstoke, Hampshire: Palgrave Macmillan, 2014.
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- Turabian, Kate L., Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press editorial staff. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. University of Chicago. Press. Chicago: The University of Chicago Press, 2013.
- Wentz, Elizabeth. *How to Design, Write, and Present a Successful Dissertation Proposal*. Los Angeles: SAGE, 2014.