



MODULE HANDBOOK FOR

English for Academic Purposes 3

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About this handbook:

Every effort is made to ensure that the information contained in this Handbook and in all other documentation provided by the University is correct at the time of publication. If you find any broken links please head to the website and use the [search function](#) to find the information you need.

The Handbook does not replace the entries in the University Regulations, which are authoritative statements. In the case of a contradiction or other discrepancy between the information in this Handbook and the Regulations, the Regulations shall be authoritative, unless approval has been given for a variation. We would, however, be grateful to you for drawing any sources of contradictory information to our attention.

Note: please see your programme or school handbook for information, which may include: Exceptional Circumstances (ECs), attendance rules, assessment regulations, academic appeals, complaints and misconduct, student support and academic mentoring.

Link to school handbook:

English Language: https://kle.keele.ac.uk/ultra/courses/401811_1/outline

Description of the module

Through class-based workshops, assignments and on-line resources, the module will focus on strengthening the key writing, reading and oral communication skills needed for success in academic work. Content will include: extracting information, summarising and paraphrasing, citing sources and compiling bibliographies, identifying the elements and functions of an academic essay. Time will also be allocated for the development of discussion skills. These skills can be used in your' modules at Keele and in your future workplaces.

Module summary

Credit value

15 credits

Semester(s) of delivery

Sem 1-2 - 30 September 2024 – 16 May 2025

Host School

Language Centre

You can contact your administrator by emailing enl@keele.ac.uk

When communicating with us, please do not use private email accounts as this will often mean a delay in responses to your message. To help us reply quickly, remember to give your full name, ID number and the title of the module you are studying.

Module leader and teaching team

Module leader

Suzanne Heaton

s.heaton@keele.ac.uk

CBB0.015

**Please note staff can be contacted during regular working hours. Responses should not be expected outside of these times.

Module delivery information

Delivery mode

Keele campus (in person)

This module has been designed to create a safe space for students to express themselves, demonstrate mutual respect and appreciation for other's input, and allow both individual and collaborative work ensuring equal opportunities for all to succeed. Active authentic learning is the focus, giving students regular opportunities to discuss, use and test their knowledge and skills. Additional asynchronous materials are provided allowing students to personalise their curriculum.

Module start and end dates

Sem 1-2 - Classes start Week Beginning 7 October 2024 and finish Week Beginning 28 April 2025

Active learning hours

42 hours classroom time

66 pre-class preparation and coursework

42 Assignment preparation and independent study

Organisation of teaching sessions

Classes: TBC

Semester 1	
Week Beginning 30 September 2024	No class
Week Beginning 7 October 2024	TBC
Week Beginning 14 October 2024	TBC
Week Beginning 21 October 2024	TBC
Week Beginning 28 October 2024	TBC
Week Beginning 4 November 2024	TBC

Week Beginning 11 November 2024	TBC
Week Beginning 18 November 2024	TBC
Week Beginning 25 November 2024	TBC
Week Beginning 2 December 2024	TBC
Week Beginning 9 December 2024	TBC
Week Beginning 16 December 2024	Seminar Interviews
Semester 2	
Week Beginning 27 January 2025	TBC
Week Beginning 3 February 2025	TBC
Week Beginning 10 February 2025	TBC
Week Beginning 17 February 2025	TBC
Week Beginning 24 February 2025	TBC
Week Beginning 3 March 2025	TBC
Week Beginning 10 March 2025	TBC
Week Beginning 17 March 2025	TBC
Week Beginning 24 March 2025	TBC
Week Beginning 31 March 2025	TBC
Week Beginning 28 April 2025	TBC
Week Beginning 5 May 2025 N.B. Monday is a bank holiday	Presentations

Attendance requirements

You are expected to attend all scheduled teaching activities. Please note the University does not have reading weeks.

Aims and outcomes

Module aims

To further enhance the key written and spoken communication skills of identified non-native English speaking students.

Learning outcomes

Students who successfully complete this module will be able to:

1 read, extract relevant information, summarise, paraphrase and synthesise information from extended academic texts;

2 write in an academic style, cite sources accurately and produce a bibliography;

3 research, prepare and construct an organised and coherent undergraduate academic essay;

4 develop strategies to communicate effectively and appropriately in academic situations;

5 develop an ability to use academic vocabulary

Assessment

Summary

Portfolio of 5 Tasks Weighting 60%

Seminar Weighting 20%

Group Presentation Weighting 20%

Reasonable adjustments

Please contact Alison Long, a.long@keele.ac.uk, Language Centre Disability Liaison Officer for a discussion of any reasonable adjustments.

Note about AI

Please note: You are normally not permitted to use generative AI Tools, such as ChatGPT or Grammarly, translators, or proofreaders to generate work (either in whole or in part) and submit it for assessment for any module offered by the Language Centre. Please speak to your tutor if you have any questions.

Note about Turnitin

Please note: you are responsible for downloading the submission receipt for your work and this has to be done at the time of submission. It will not be automatically emailed to you. It's important to download and store this receipt in case there are subsequent queries regarding the successful submission of your work'.

Assessment details

Assessment 1

Portfolio Task 1

Description

The first Portfolio task is an essay plan of no more than 500 words. The topic of the essay to be shared in the class. The plan should include a thesis statement and topic sentences in full sentences, and in point form a description of the support to be used, background information and a forward-looking thought.

Weighting

20% of the Portfolio

Pass mark

40%

Word count or duration

A maximum of 500 words

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: Thursday 14th November at 1pm

7-day extensions are allowed for this assessment

Assessment brief is provided using this link [EAP3 Portfolio Task 1 Assessment Brief 2024 - 2025 .docx](#)

Assessment 42

Portfolio Task 2

Description

You will complete a short quiz on academic language and advanced grammar constructions.

Weighting

20% of the Portfolio

Pass mark

40%

Word count or duration

A maximum of 500 words

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: Thursday 28th November (1pm)

7-day extensions are allowed for this assessment

Assessment brief is provided using this link [EAP3 Portfolio Task 2 Assessment Brief 2024 - 2025 .docx](#)

Assessment 3

Portfolio Task 3

Description

You will write the first two paragraphs an essay on a topic provided by your tutor of no more than 750 words. Based on the plan submitted in Portfolio Task 1 you will write the introduction and one body paragraph.

Weighting

20% of the Portfolio

Pass mark

40%

Word count or duration

A maximum of 750 words

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: Thursday 12th December at 1pm

7-day extensions are allowed for this assessment

Assessment brief is provided using this [EAP3 Portfolio Task 3 Assessment Brief 2024 - 2025 .docx](#)

Assessment 4

Portfolio Task 4

Description

You will write a plan for an essay on a topic provided by your tutor of no more than 500 words. The plan should include a thesis statement and topic sentences in full sentences, and in point form a description of the support to be used, background information and a forward-looking thought. Based on the plan, you will also write the first two paragraphs (introduction and first body paragraph) of no more than 750 words.

Weighting

20% of the Portfolio

Pass mark

40%

Word count or duration

A maximum of 1250 words

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: Thursday 27th February at 1pm

7-day extensions are allowed for this assessment

Assessment brief is provided using this link [EAP3 Portfolio Task 4 Assessment Brief 2024 - 2025 .docx](#)

Assessment 5

Portfolio Task 5

Description

You will write an essay of no more than 1250 words based on the essay plan written as Portfolio Task 4. The essay should include an introduction, body paragraphs, conclusion and reference list.

Weighting

20% of the Portfolio

Pass mark

40%

Word count or duration

A maximum of 1250 words

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: Thursday 1st May at 1pm

7-day extensions are allowed for this assessment

Assessment brief is provided using this link [EAP3 Portfolio Task 5 Assessment Brief 2024 - 2025 .docx](#)

Assessment 6

Seminar

Description

Students will participate in an individual 10-minute interview during which they will discuss the background and planning of their portfolio and module content.

Weighting

20%

Pass mark

40%

Word count or duration

Maximum 12 minutes

You are NOT permitted to use AI for this assessment.

Submission requirements

Date and time in Semester 1 for individual interviews to be agreed with the tutor.

7-day extensions are NOT allowed for this assessment

Assessment brief is provided using this link [Assessment Brief ENL-90001 Seminar.docx](#)

Assessment 7

Presentation

Description

Students will prepare and deliver a group presentation based on a theme covered during the seminar sessions. They will be assessed on the language particular to delivering presentations, presentation organisation, delivery and accuracy of vocabulary.

Weighting

20%

Pass mark

40%

Word count or duration

10 minutes (+/- 10%)

You are NOT permitted to use AI for this assessment.

Submission requirements

Deadline: PowerPoint Turnitin Dropbox Submission Date: Tuesday 29th April at 1pm

In-person presentations – dates and times to be agreed with tutor

7-day extensions are NOT allowed for this assessment

Assessment brief is provided using this link [Assessment Brief ENL-90001 Presentation.docx](#)

Resources

Note: Materials are provided on the KLE.

Other resources including where to access them

Keele University Referencing Guide – links to Cite Them Right and RefWorks

<https://www.keele.ac.uk/library/usingthelibrary/referencemanagement/>