



Unit:
English for Academic Purposes

Assignment title:
English for Academic Purposes

Sample

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You must read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- Please make a note of the recommended word count. You could lose marks if you write 10% more or less than this.
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.

Task 1 – 30 Marks

Write an essay outlining what you have learned during this unit. Include the following.

- How you think EAP is different from general English.
- Which skills you have improved and how you have improved them.
- Which areas of EAP you still feel you need to work on and how you can do this.

You should write between **400 and 550 words**. Marks will be deducted for answers which are under or over this word count.

Task 2 – 70 Marks

Write an essay on the following topic: ‘People should express their true feelings and be honest at all times.’

- Give an overview of the topic.
- Give some contrasting views of the topic.
- Provide some examples which may support the contrasting views you include.
- Give your personal view of the topic.

You should write between **750 and 1000 words**. Marks will be deducted for answers which are under or over this word count.

Guidance

Follow the guidelines below when writing your essay.

Invention stage

- Look carefully at the essay topics above and decide what information to include.
- Check your list of topics to make sure you have responded to all of the questions.
- Organise your ideas and make a plan for your essay. You should refer to this plan when writing your first draft and you must submit this plan with each essay.

Composition stage

- Your essay should have a clear structure that is logical and easy to follow.
- The reader should be able to identify an introduction and conclusion, and the purpose of each paragraph.
- Sentences should be easy to read and understand, and you should use simple, compound and complex sentences as appropriate.
- Paragraphs should have topic and concluding sentences and link well to each other.
- You need to consider the audience for your essay (the marker) and write your report in a suitable style, using appropriate vocabulary and correct grammar.

Revision stage

- You should review your outline and first draft to check that the content matches with the questions.
- Make sure your ideas are clearly presented.
- You need to proofread your essay to check for spelling, punctuation, grammar and vocabulary errors.
- Check your word count and ensure you have the right number of words for each essay. You need to include the word count (usually in brackets) at the end of each essay.

Submission requirements

- Your essay must be word-processed, justified and double-spaced. Your outline may be word-processed or handwritten. If it is handwritten, make sure that your writing is legible!
- You will need to hand in a printed copy of your essay, with the *Statement and Confirmation of Own Work* form attached.
- If your essay has been word-processed, you will also need to submit an electronic copy.
- You will need to include your name and NCC Education candidate number in the header on every page of your essay.

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensured that you have acknowledged all the sources that you have used in your work?

Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.**

Have you ensured that your work has not gone over or under the recommended word count by more than 10%?

Have you ensured that your work does not contain viruses and can be run directly?