

### ASSESSMENT CRITERIA FOR THE WRITTEN PAPER

Referencing:	Language and style:	Structure:	Content:
<p><b>In-text and after-text citations:</b></p> <ul style="list-style-type: none"> <li>• All direct and indirect <b>quotations</b> are appropriately cited according to APA conventions.</li> <li>• <b>Direct quotations</b> should be kept to a minimum, no more than 30% of total quotations.</li> <li>• <b>Long direct quotations</b> (40 words or more) should be avoided altogether. <b>Paraphrasing</b> should be used.</li> <li>• <b>All sources referred to</b> in the text are included in the list of references, according to APA conventions.</li> </ul>	<ul style="list-style-type: none"> <li>• Language used in the paper is grammatically <b>accurate</b>.</li> <li>• <b>Style</b> is sufficiently formal and academic.</li> <li>• Appropriate professional <b>vocabulary</b> used.</li> </ul>	<p><b>The paper is appropriately structured and comprises the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Cover</b> page</li> <li>• <b>Table</b> of Contents</li> <li>• <b>Introduction</b></li> <li>• <b>Literature</b> Review</li> <li>• <b>Research</b> Design, Data Collection and Analysis</li> <li>• <b>Conclusion</b></li> <li>• <b>Appendices</b> containing supplementary materials</li> <li>• <b>Figures</b>, which are supplied with a title and are numbered</li> <li>• The paper is clearly divided into <b>chapters</b> with headings, which are numbered. All <b>pages</b> are numbered.</li> </ul>	<ul style="list-style-type: none"> <li>• The writer should explain their <b>reason</b> for choosing the topic, a <b>hypothesis</b> and/or <b>questions</b> to be investigated are presented.</li> <li>• The <b>literature</b> relevant to the topic is reviewed and presented with a focus on the topic of the paper.</li> <li>• A sufficient number of <b>sources</b> are consulted: min. 10 quality sources referenced</li> <li>• <b>A research project</b> has been planned, described (hypothesis, questions, research tools presented and justified), some of it at least, carried out and data collected are presented and interpreted.</li> <li>• The process of <b>triangulation</b> is used in the research: the area under investigation is looked at using two or more research methods/sample groups or investigators.</li> <li>• <b>Data</b> is presented in a systematic way, charts/graphs are used appropriately.</li> <li>• The (possible) <b>limitations</b> of the research are acknowledged.</li> </ul>

**Length: 5500 words**

**Plagiarism results in immediate failure.**

**Deadline: May 12th, 2017**

### **ASSESSMENT CRITERIA FOR THE PRESENTATION**

<b>Structure</b>	<b>Visuals /Slides</b>	<b>Body language</b>	<b>Language</b>
Introduction Body Conclusion	Slides are relevant and support understanding the presentation. Slides contain only key words. Large enough letters are used. Slides are not to be read out loud.	Speaker keeps eye contact with audience and uses appropriate body language.	Grammatically accurate language is used. Pronunciation is accurate, key words are always well pronounced. Speech is clearly articulated and loud enough.

**Time limit: 7 minutes (+3 minutes for questions and discussion)**

### **SUGGESTED LITERATURE:**

Academic writing:

Cottrell, S. (2013). *The Study Skills Handbook*. Basingstoke: Palgrave Macmillan.

Purdue, Owl online Writing Lab: APA guidelines. Retrieved from

<https://owl.english.purdue.edu/owl/resource/560/01/>

Purdue, Owl online Writing Lab: Avoiding plagiarism. Retrieved from

<https://owl.english.purdue.edu/owl/resource/589/1/>

Understanding plagiarism. Youtube. Podcast retrieved from

<https://www.youtube.com/watch?v=ptHIA5bMnio>

What is plagiarism and how to avoid it. Retrieved from

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>