Assessment Criteria for the Written Paper

Referencing:	Language and style:	Structure:	Content:
In-text and after-text citations: • All direct and indirect **quotations** are appropriately cited according to APA 7 conventions. • **Direct quotations** should be kept to a minimum, no more than 30% of total quotations. • **Long direct quotations** (40words or more) should be avoided altogether. **Paraphrasing** should be used. • **All sources referred to** in the text are included in the list of references, according to APA 7 conventions.	• Language used in the paper is grammatically **accurate**. • **Style** is sufficiently formal and academic. • Appropriate professional **vocabulary** used.	**The paper is appropriately structured and comprises the following:** • **Cover** page • **Table** of Contents • **Introduction** • **Literature** Review • **Research** Design • *Optional: **Piloting** research tools/ **Data** collection and analysis* • **Conclusion** • **Appendices** containing supplementary materials • **Figures**, which are supplied with a title and are numbered • The paper is clearly divided into **chapters** with headings, which are numbered. All **pages** are numbered except the cover page.	• The writer should explain their **reason** for choosing the topic, **research questions** (and hypothesis) to be investigated are presented. • The **literature** relevant to the topic is reviewed and presented with a focus on the topic of the paper. Key concepts are defined for the research. • A sufficient number of **sources** are consulted: min. 10 quality sources referenced • **A research project** has been planned, described (research questions and hypotheses, research methods and part of the tools presented and justified). *Optional: **piloting** one of the data collection tools.* • The technique of **triangulation** is applied in the research plan: the area under investigation is looked at using two or more research methods/sample groups or investigators.

			• *Optional:* **pilot data** *is presented in a systematic way, charts/graphs are used appropriately.*

Assessment criteria for the oral presentation:

Structure	Visuals /Slides	Body language	Language:
Introduction Body Conclusion	Slides are relevant and support understanding the presentation. Slides contain **only key but sufficient information.** Large enough letters are used. Slides are not to be read out loud.	Speaker keeps eye contact with audience and use of voice and appropriate body language.	Grammatically accurate, academic language is used. Pronunciation is accurate, key words are always well pronounced. Speech is clearly articulated and loud enough.

Time limit: 8 minutes max. (+3 minutes for questions and discussion)

Suggested literature in academic writing:

Cottrell, S. (2013). *The Study Skills Handbook.* 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
Academic Phrasebank, Manchester University https://www.phrasebank.manchester.ac.uk/
McCarthy, M., & O'Dell, F. (2014). *Academic Vocabulary in Use*. Cambridge University Press.