

# Instructions for Task 01

**Deadline:** **2300 cet, Monday 30 November 2020**

## Specification of task

The ERASMUS exchange programme is piloting a new online information portal, which will be designed by (and is intended for) undergraduate students; in the first stage of the project, all the texts will be in English. The aim of this initiative is to compile basic factual information about students' home towns, in order to help plan excursions and cultural activities in each participating country for visiting students from abroad.

You are to write a brief, **factual description** of a town where you spent a significant part of your life. The description should be structured in a similar way to a short Wikipedia entry, with an Introduction (here: 'Identification stage') and a Main Body (here: 'Description stage'), but no separate Conclusion section. (It is probably better if you do not explicitly *label* the stages, though...) You should concentrate on salient facts, not on your personal feelings or reminiscences.

Write approximately 750 words, or approx. 60 lines of 12pt type (ca. one-and-a-half pages).

## Formatting instructions

1. Use wide page-margins all round (ca. 2.5 cm top, bottom, left, and right) with 1.5 or even 2.0 line-spacing and 12pt type.
2. Send one copy of your work in .doc, .docx, .odt or .pages, and a second in .pdf format, if possible.
3. Name your file according to the following pattern:

**2002WE3Task01\_SURNAME.docx / 2002WE3Task01\_SURNAME.pdf**

e.g., if Roberta Spende were one of the students:

**2002WE3Task01\_SPENDE.docx / 2002WE3Task01\_SPENDE.pdf**

4. In the page header, put your name, plus "Written Expression Group 3 WS 2020/2021 Task 1"
5. At the top left of the first page, type:

Your name and matriculation number  
Which course it is and which semester  
Which group you are in  
Which task it is  
The title you have chosen for your work

e.g. it might look like this:

Roberta SPENDE 1167928  
Written Expression WS 2020/2021  
Group 3 (Wednesday)  
Task 1:  
A brief description of Bellbird

***Leave the rest of the first page blank (for my comments). Your text should then fill the second page and some or all of the third.***

## Criteria for assessment

Assessment will be based on what level(s) you reach ( B1 / B2 / B2+ / C1 / C2 ), according to the descriptors provided by the Common European Framework of Reference for Languages, in the four categories:

1. Task Achievement
2. Organisation and Layout
3. Lexical and Structural Range
4. Lexical and Structural Accuracy

Roughly, B1 would be a 5,0 and C2 would be a 1,0.

## Comments:

1. This approach to grading is experimental, and probably will not work properly. I will therefore ignore your grade for the first writing task when calculating your overall grade for the course. Please engage with me energetically about your grade for this task. This new approach to grading is part of a project which Dan Honert is pursuing with a view to creating a standard system for grading within *Sprachpraxis Anglistik*. For the remaining tasks, I will grade less systematically but more accurately (I believe); due to the large numbers of trainee teachers taking these courses, we can and should discuss issues of grading on a regular basis.
2. When approaching this task, you should plan in advance what you want to say. Adopting a ‘top-down’ approach is often helpful: decide which aspects of the overall topic you wish to take up, list them, and then write one paragraph on each. Do not just start writing without any idea of where you are going to end up (!)
3. In a previous semester, one student raised the question of whether the text should be left- *and* right-justified. I will leave this decision up to you. From one point of view, you are trying to produce a ‘finished product’, so maybe it should be justified on both sides. From another point of view, you are writing a first draft, which I will correct, so maybe right-justification is not necessary—I just need the text, at this stage. (See the handout ‘It’s a trap!’):  
<http://www.spence.saar.de/courses/writtenexpression/framing/framing.pdf>