

Paper guideline

English in primary education: concepts, research, practice

Structure

Your written paper/assignment should focus on one main topic related to English in primary education, document and reflect upon the interview while providing additional content related to the invited guest's profile and teaching/research projects.

It should include the following parts:

- 1) Introduction
- 2) Main Part
- 3) Conclusion
- 4) Appendix
 - 4.1 Transcript of the interview (use an online tool to transcribe it, check for errors/shorten it)
 - 4.2 Additional materials (e.g. lesson plans, examples, worksheets etc.)

Order of documents

- Title page (with all the relevant, important information)
 - Discuss your title with your lecturer.
 - Your title should be precise and creative. Examples:
 - *The importance of literary texts in primary English language education: Key concepts and expert knowledge provided by X (names)*
 - *CLIL in primary English education: A review of key concepts and expert knowledge provided by X (names) ...*
- Table of contents (numbered + page numbers; find a suitable, short, and precise title for each part)
- Running text (i.e., introduction, main part, conclusion)
- References (according to the style sheet – see downloads online)
- Appendix (lesson plans, charts, worksheets)
- Declaration

Introduction

- Length: approx. half a page
- Topic-focused, relevant introduction
- Brief overview of your assignment/paper
- Explain the structure and introduce the main topic of your paper
- Useful phrases: *This paper presents ... It discusses ... Given the importance of X (competence development, intercultural learning today – depending on your focus ...), this paper examines ... As a part of the seminar X, an interview was conducted with X who ... In the final section, a lesson plan will be presented that ... The conclusion provides an overview of ... / discusses ...*

Main part

- Length: approx. 7-10 pages (see style sheet)
- Structure it well
- Depending on your thematic focus, you can structure this part as you wish
- Examples
 - Structure the main part into theoretical background, empirical evidence, conceptual frameworks, practical examples (that you developed or that you reflect upon critically) etc.

Your main part must include

- **Interview:** A brief summary and (critical) reflection upon the interview you conducted (include the scripted interview in the appendix, not in the running text)
- **Three key issues:** boxes on KEY ISSUES
 - Include at least **three boxes on “key issues”** in which you introduce key terms, concepts, research, theory etc.
 - Present these key issues in a box (numbered: Box 1: ...) in simple, very clear and precise language, and include the most important researchers/references.
 - The boxes on key issues can appear in any part of the main part in your paper but make sure they are placed well and relate to them in the running text (e.g. *As summarised in Box 1, picturebooks are a very important source ...*).
 - Ideas for “key issues”
 - Nursery rhymes, picturebooks, scaffolding, PWP, differentiation, differentiated instruction, edu-apps, social justice education, extensive reading ...
- **Practice-oriented part:** a practice-oriented part in which you (suggestions):
 - provide list of suitable artefacts/texts (e.g. picturebooks, nursery rhymes, pop songs etc.) with some (more general or specific) teaching suggestions
 - provide a lesson plan for one or two lessons (+ worksheets)
 - ... (discuss other ideas/options with your lecturer)

Conclusion

- Length: approx. half a page – 1 page

Your conclusion should be structured around answering the following questions:

- Why did you choose your thematic focus?
- What was the main argument/content of your paper?
- How did the seminar and the lecture series/interview prepare you for your future profession?
- How did writing this paper influence your learning experience?

This part will necessarily include some personal preferences and opinions. Whatever you state in the conclusion will not be assessed content-wise, but merely be judged by validity, logic, and structure.

References

- Make sure you
 - consult relevant introductory books to TEFL (see list of readings)
 - include academic, relevant, and up-to-date references (for examples, see list of readings)
- **Rule of 10** (minimum!): Your list of references needs to include a minimum of **four** relevant books and **six** relevant academic papers or contributions to volumes.
- Your list of references should be error-free. Check the style sheet and check it carefully before you hand in your paper.

Academic writing

- Make sure
 - your portfolio is well-structured
 - and well-written.
- The following book provides you with some useful tips for writing scientific English (e.g. guidelines, vocabulary lists) and can help you to develop a concise style:
 - Skern, Tim (2019). *Writing scientific English: A workbook*. Facultas.
- Get help and use
 - an English spell-checker (e.g. in Word)
 - online tools to check your grammar and style (e.g. install Grammarly for free to help you form good and correct sentences; DeepL to help you translate German texts etc.)

Cooperative work

- Write your paper in pairs or groups (of max. 3 students).
- Make sure you
 - organise group work well
 - plan meetings to discuss key issues
 - are honest to each other
 - plan well ahead of time
 - finish your paper two weeks before the actual deadline so that you have enough time to proofread the paper (each one of you!)
- If problems arise, talk to each other, and get in touch with me. I'm always willing to help out 😊!
- When you've handed in your paper, fill in the group assessment sheet (individually) so that I can assess your paper fairly.

Handing in your paper

- Hand in your paper as one (!) pdf document.
- Deadline: 01.09.2021