Reading to Write Program (RWP) \(^1\)
for Undergraduate Students

Academic Learning Center
University of Manitoba

\(^1\) The Reading to Write program was inspired by and modelled after the Reading eWriting program at the University of Toronto.
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Introduction to the Program

The Reading to Write program is a free, online, academic writing program designed for UM undergraduate students. Students do not need to be registered in UM courses to take advantage of this program, but they do need to have been accepted to begin their studies at the UM. Students must claim their UMNet ID and email address prior to beginning the program. This program is best suited for students who have completed fewer than 30 credit hours of UM courses.

In a series of four assignments, participants work with a writing tutor to improve their speed and comfort with common, basic academic writing and reading tasks. Tutors provide relevant feedback on students' writing, reading and language skills. Upon completion of this program, students will have gained:

- some exposure to basic academic writing and reading tasks, such as summary writing and active reading
- a basic understanding of what academic reading entails
- strategies for processing and understanding academic texts
- insight into their writing and reading comprehension strengths and weaknesses
- a basic understanding of the expectations of university level assignments
- an introduction to academic citation practices
- experience reflecting on their personal learning process

This is a non-credit program, so there is no grade or penalty, but students should expect to spend at least 2-3 hours per week reading and writing for each weekly activity. Students must register prior to each session by sending an email from their UManitoba account to academic_learning@umanitoba.ca. Include your full name and your year of studies and faculty. Registration for the July session ends June 15th, 2018 and the registration for the August session ends July 16th, 2018.
General Directions for Participants

Congratulations and welcome to the RWP program! In this guide book, you will find instructions on how to access the readings and submit assignments.

You will need several digital tools before you begin this program. First, you will need a UMNetID and UM email to communicate with your tutor and to access resources. For instructions on how to claim your UMNetID go to 
http://umanitoba.ca/computing/ist/service_catalogue/access/accounts/2513.html

Second, you will need Microsoft Word to submit your papers. UM students with a UMNetID have free access to Microsoft office. For more information on downloading Microsoft Word go to 

What will you read?

You will read selected academic journal articles from peer reviewed journals. Scholars in various disciplines use academic journals to publish new ideas, research findings and discussions in a particular field. Articles submitted to peer reviewed journals are scrutinized by a group of experts, who decide if the article is worthy of publication. Peer reviewed journal articles are considered respectable and authoritative sources of information and professors often encourage students to read and write papers using such articles.

Journal articles can be challenging to read because they require discipline-specific knowledge. However, these articles often follow a set format, which makes it easier for readers to find particular information in particular sections of the article. There are various types of articles, and in this program, you will get an introduction to a few basic types. To become more familiar with how journal articles are structured please watch the Academic Learning Center’s webinar on reading journal articles at the following link
http://umanitoba.ca/student/academiclearning/presentations/web/Reading-Journal-Articles/

Most journal articles can be accessed through online databases to which university libraries subscribe. When doing research on your own, you will need to develop your library research skills and learn how to access these databases. The library has many resources on how to access and use databases. Since the RWP program focusses on reading and writing, you are not expected to use the databases. The links provided for each assignment will take you directly to the article if you are using a UM campus computer. From off-campus computers, you will be asked to log into the UM Libraries site to access these articles. You will need your UMNet ID to access the UM library off campus. Here is a link with more information about how to log into the library:
http://umanitoba.ca/libraries/services/logging_into_my_account.html

What will you write?

To finish this program, you must complete four assignments. The Assignments section of this manual includes all the details you will need to complete each assignment. You will get feedback for each assignment and you can rewrite one of the assignments to include the
feedback you received from your tutor. Each assignment has its own guidelines, so please carefully check the assignment instructions.

What will you gain from completing this program?

Each of the assignments you complete in this program has specific learning outcomes that will introduce you to specific tasks that enhance your writing and reading in your university courses.

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>Assignment Objectives</th>
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| Assignment 1 : Surveying and Questioning | Upon completion of this assignment students will be able to:  
  1. quickly note surface features of the text  
  2. identify purposes of surveying text  
  3. formulate inquiry questions  
  4. notice missing prior knowledge that may interfere with understanding of the text  
  5. discuss how surveying and questioning facilitated their reading process |
| Assignment 2 : Summarizing           | Upon completion of this assignment students will be able to:  
  1. write a coherent summary that includes:  
     a. the title and author of the article  
     b. correct connecting words and author reporting words  
     c. the main ideas presented in an organized manner  
  2. demonstrate ability to separate their own ideas and thoughts from the reporting of the author’s ideas  
  3. demonstrate the principles involved in reporting on other author’s work:  
     a. referring to the author in the summary,  
     b. reporting all the main ideas accurately,  
     c. distinguishing between main ideas and details  
     d. signaling when using an author’s words  
  4. write within the constraints of a strict word limit |
| Assignment 3 : Active Reading Response | Upon completion of this assignment students will be able to:  
  1. demonstrate active involvement in reading by marking and annotating texts  
  2. demonstrate three ways to become involved with the text (i.e. note points of confusion, infer meaning, draw connections, etc.)  
  3. reflect on the reading process and describe their experience of deep reading |
| Assignment 4 : Sourced Information and Argument | Upon completion of this assignment students will be able to:  
  1. demonstrate that they can distinguish between an author’s idea and the author’s sources by  
     a. locating author reporting words and phrases  
     b. locating in-text citations  
     c. identifying one or more quotations and/or paraphrases |
What kind of feedback will you receive?

Your tutor will give you online feedback within one week after you submit each assignment. The tutor will respond to your ideas, concepts, reasoning and thoroughness. In addition, you will get feedback on your writing, grammar and vocabulary use. Your tutor may also refer you to appropriate resources where you can learn more about specific grammar or writing problems.

When should you submit assignments?

<table>
<thead>
<tr>
<th>JULY 2018 SESSION</th>
<th>Assignment Due Date:</th>
<th>Tutor Feedback:</th>
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<tbody>
<tr>
<td>Assignment 1: Surveying and Questioning</td>
<td>By 12:00 PM on Friday, July 6th</td>
<td>By 4:30 PM on Wednesday, July 11th</td>
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<tr>
<td>Assignment 2: Summary</td>
<td>By 12:00 PM on Friday, July 13th</td>
<td>By 4:30 PM on Wednesday, July 18th</td>
</tr>
<tr>
<td>Assignment 3: Active Reading Response</td>
<td>By 12:00 PM on Friday, July 20th</td>
<td>By 4:30 PM on Wednesday, July 25th</td>
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<tr>
<td>Assignment 4: Distinguishing Between Information and Argument</td>
<td>By 12:00 PM on Friday, July 27th</td>
<td>By 4:30 PM on Tuesday, July 31st</td>
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<tr>
<th>AUGUST 2018 SESSION</th>
<th>Assignment Due Date:</th>
<th>Tutor Feedback:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1: Surveying and Questioning</td>
<td>By 12:00 PM on Monday, August 6th</td>
<td>By 4:30 PM on Friday, August 10th</td>
</tr>
<tr>
<td>Assignment 2: Summary</td>
<td>By 12:00 PM on Monday, August 13th</td>
<td>By 4:30 PM on Friday, August 17th</td>
</tr>
<tr>
<td>Assignment 3: Active Reading Response</td>
<td>By 12:00 PM on Monday, August 20th</td>
<td>By 4:30 PM on Friday, August 24th</td>
</tr>
<tr>
<td>Assignment 4: Distinguishing Between Information and Argument</td>
<td>By 12:00 PM on Monday, August 27th</td>
<td>By 4:30 PM on Friday, August 31st</td>
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How do you submit assignments?

You will submit your assignments through our online appointment scheduler (WCO)

1. To register in WCO please follow the instructions below.
   b. Click on the blue button that says “Book an Appointment”.
   c. Click on “Register for an Account”.
   d. Fill in the form. Be sure to provide your UofM email account on the form.

2. To upload your assignment.
a) Go to the ALC website at http://umanitoba.ca/student/academiclearning/
b) Click on the “Book an Appointment” button and log in using your UofM email address and the password you entered at registration in step 1.
c) **Click on the drop down menu** near the top center of the page and **select** “Reading to Write Program”.
d) **Click on any available time slot** (white or grey space). Click “save” and close this window.
e) In the upper right hand corner, **click on the file icon** to upload your assignment.

**Where can you get help?**

Contact the Academic Learning Center at academic_learning@umanitoba.ca or phone: 204-480-1481.