

Solutions

2.1 Lecture: assigned reading and two written questions. Tutorial: draft paragraph and task brief. Both elements of each stated preparation are needed for its mark.

2.2 Attendance is recorded in all three formats. Seminar participation must follow the tutor's turn-taking rules and use an example from the reading, so the name is not permission for any contribution.

2.3 Quotation marks for exact copied wording; citation naming Chen and 2025; the source entry giving author, title and year. These identify missing acknowledgements; they do not alone complete the report explanation.

2.4 The sentence gives the idea in different wording and names Chen with the year. Its source entry includes author, title and year. It does not explain the supplied table's pattern, which remains the required task. Merely counting altered words is not proof of adequate source use.

3.1 Award 2 per evaluated claim: evidence/limit, task implication. Silence alone establishes neither quality nor whether the draft was read; use the criteria and a specific question. Citation addresses acknowledgement, but the report still needs the student's explanation and copied wording must be quoted. Permitted help clarifies instructions; another person must not write the submitted explanation, so bring a question and do the revision yourself.

3.2 Local analytic rubric, $8 \times B1$: specific tutorial request; accurate draft status; missing explanation of the pattern; draft and brief brought; focused question the brief has not answered; own revision and check before Friday; source-use/authorship respected; clear truthful 80–110 word message. Example: "Could I bring my draft and the report brief to Tuesday's tutorial? My paragraph lists the summary table's values, but it does not yet explain their pattern. Could we check where the link between the values and my explanation is missing? I know the brief excludes raw data, so that instruction does not need clarification. After the discussion I will write the revision myself, compare it with the required task and check any borrowed ideas against their citations and source entries. I will finish before Friday and will not assume that an extension has been agreed."