

Hacettepe University  
 Faculty of Letters  
 Department of English Language and Literature

## SYLLABUS

**Title of the Course:** IED 131 (01) Writing Skills (Elective)

**Year and Term:** 2015/2016 Fall

**Class Hours and Classroom:** Friday 13:00-15:50 B2/204

**I. Aim and Contents:** The aim of this course is to help students review and improve their writing skills and enable them to write paragraphs and essays on various topics. During the first weeks of the course, differences between written and oral composition are to be underlined and illustrated through lectures and class discussions. Then, different types such as narrative, descriptive, expository, comparison-contrast, process analysis, cause-and-effect and argumentative paragraphs and essays are to be introduced and illustrated through class discussions, work-shops and home works. The final essays are to be corrected through further discussions in class both with the aim of self-correction and criticism, as well as correction of others' essays.

### II. Course Outline:

**Week I :** Introduction to “the writing process:” definitions of composition, paragraph, topic, topic sentence, controlling idea, thesis statement, etc. Formal E- mail writing

**Week II :** Bayram Holiday

**Week III :** Support, Unity, Coherence, Outline, CVs, Abbreviations, Journal Submission

**Week IV :** Grammar Review

**Week V :** The Narrative, Descriptive and Expository Paragraphs, Examples

**Week VI :** The Narrative, Descriptive and Expository Paragraphs, Examples

**Week VII :** Summary Report

**Week VIII :** The Essay: Introduction, development, conclusion

**Week IX :** The Essay: Introduction, development, conclusion

**Week X : MIDTERM I**

**Week XI :** The Sample Essay, the Comparison and Contrast Essay

**Week XII :** The Comparison and Contrast Essay, the Process Analysis Essay

**Week XIII:** The Process Analysis Essay, the Cause-and-Effect Analysis Essay

**Week XIV:** The Cause-and-Effect Analysis Essay, the Argumentative Essay

**Week XV:** The Argumentative Essay, Final Touches to an Essay: Editing, checking, revisions

**Week XVI: FINAL EXAM AND PORTFOLIO SUBMISSION**

\*There may be changes to the course outline.

### III. Textbooks:

#### Primary Sources:

Bailey, Stephan. *Academic Writing: A Handbook for International Students*. 2nd ed.  
 New York: Routledge, 2006. Print.

Smalley, Regina L and Mary Ruetten. *Refining Composition Skills and Grammar for ESL Students*. Washington: Heinle and Heinle, 1995. Print.

Zemach, Dorothy E. and Lisa A. Rumisek. *College Writing: From Paragraph to Essay*. Macmillan, 2003. Print.

**Secondary Sources:**

- Acze, Richard. *How to Write an Essay*. Stuttgart: Klett, 1998. Print.
- Brown, Kristine and Susan Hood. *Writing Matters: Writing Skills and Strategies for Students of English*. Cambridge: Cambridge UP, 1989. Print.
- Peterson, Patricia Wilcox. *Writing Skills Practice for Students of English as a Foreign Language*. Washington: English Language Program Division, 1986. Print.

\*For further reading, you may refer to Hacettepe, Bilkent, and ODTU Libraries.

**IV. Method of Instruction:** The course will be conducted through lecturing, class discussion, workshops, individual and group work.

**V. Requirements:**

Students should follow the syllabus and come to the class having done the given assignments. Since participation has an impact on student's final grade, it is of great importance. Each student is expected to submit a portfolio of your work. Your portfolio will include one revised argumentative essay, one revised comparative essay, and one 'on demand' essay you will write during the fourteenth week. **Submitting a portfolio and an in-class exam** will be evaluated as the final exam and marks below 50 in the final exam will be regarded as failure.

**VI. Attendance:** Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Punctual attendance is required at every class meeting.

**VII. Assessment:** There will be one mid-term, a portfolio (one revised argumentative essay, one revised comparative essay, and one 'on demand' essay you will write during the fourteenth week), and one final exam. In-class work, assignments, quizzes and research tasks will be evaluated **as the second mid-term**. In the grading of the examination papers and final essay, up to 25% of the total mark will be taken off for grammatical and writing mistakes. The assessment will be made on the following basis:

Mid-Term (I)	20%
Paragraphs, Mini Essays, Quizzes, In-class Work, Participation,	25%
	5%
Final Exam and Portfolio	50%

**VIII. Electronic Resources Recommended:**

- <http://www.sjsu.edu/people/jennie.luna/courses/MAS10B/s0/rules%20formal%20essay.pdf>
- <http://www.ucd.ie/t4cms/SPIRe%20Guidelines%20for%20Essay%20Writing%202012-13.pdf>
- <http://www.csu.edu.au/division/studserv/my-studies/learning/pdfs/essay.pdf>
- <http://www.aall.org.au/sites/default/files/documents/essayWritingVisualGuide.pdf>
- <http://web.anlia.ac.uk/anet/students/documents/2010/helpful-guide-to-essay-writing.pdf>
- <http://www.langara.bc.ca/departments/history-latin-political-science/pdf/academic-essay-guidelines.pdf>
- <http://www.ou.edu/hcwc/paragraph%20construction%20handout.pdf>
- [http://www.irsc.edu/uploadedFiles/Students/AcademicSupportCenter/WritingLab/E5-Argumentative-\(Persuasive\)-Essay.pdf](http://www.irsc.edu/uploadedFiles/Students/AcademicSupportCenter/WritingLab/E5-Argumentative-(Persuasive)-Essay.pdf)
- <http://www.mrshatzi.com/files/persuasive.pdf>
- [http://www.marthabianco.com/WR90/Last\\_Packet.pdf](http://www.marthabianco.com/WR90/Last_Packet.pdf)
- <http://www.nclor.org/nclorprod/file/e3476e91-6740-d289-c98d-fce107874ddb/1/157685521X.pdf>
- <http://www.theory.org.uk/david/essaywriting.pdf>

**IX. Plagiarism and Cheating:** This will be referred to the Chair and result in a straight F3. **Turnitin** will be effectively made use of in order to check plagiarism in the essays written, and students are expected to load all their essays online. Once you miss the deadline to submit the assignments online, it is not possible to re-activate the system; therefore, you should pay attention to the deadlines.

<http://turnitin.com/>

**Turnitin Class ID:** 10549730 **Password:** ied13101

**Google Groups:** ied131-01@googlegroups.com