

HACETTEPE UNIVERSITY
FACULTY OF LETTERS
DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE

SYLLABUS

Title of the Course	: İED 131 (01) Writing Skills (Elective)
Year and Term	: 2017-2018 Fall
Class Hours and Classroom	: Tuesday, 13.00-15.50 - B2/205
Office Hours	: Tuesday, 10.00-11.30
E-mail	: adembalci@hacettepe.edu.tr

I. AIM AND CONTENT:

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. After a short introduction to the course and basic concepts of writing, different types of paragraphs and essays such as narrative, descriptive, expository, comparison-contrast, process analysis, cause-and-effect and argumentative, are to be introduced and illustrated through class discussions, workshops and homeworks. The written materials are to be corrected through class activities to help students criticise and correct not only other essays, but also their own works.

II. COURSE OUTLINE:

Week I	:Introduction to the syllabus, general introduction, formal e-mail writing.
Week II	:General introduction to the writing process: definitions of composition, paragraph, topic, topic sentence, controlling idea, thesis statement, sentence structure and punctuation. A short visit to Beytepe Library (3 October 2017, at 3 pm).
Week III	:Support, unity, coherence, outline, paragraph writing and its types.
Week IV	:Types of paragraph: narrative and descriptive paragraphs, and examples.
Week V	: MIDTERM I (24 October 2017)
Week VI	:Expository paragraphs and examples
Week VII	:Essay: introduction, development and conclusion. Outline
Week VIII	:Comparison and Contrast Essay
Week IX	:Cause and Effect Analysis Essay
Week X	:Cause and Effect Analysis Essay (continued)
Week XI	: MIDTERM II (5 December 2017)
Week XII	:Argumentative Essay
Week XIII	:Argumentative Essay (continued)
Week IV	:Reading, and writing responses to reading Wrap-up

- There might be changes to the schedule in the syllabus.

III. TEXTBOOK:

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

Additional materials for the exercises will be provided by the instructor. For further reading, you may refer to Hacettepe, Bilkent and METU libraries, or use the electronic resources recommended.

IV. METHOD OF INSTRUCTION:

The course will be conducted through lecturing, class discussions, workshops, individual and group work.

V. REQUIREMENTS:

Students should follow the syllabus and come to the class having read the assigned materials and having done their homeworks. Students are expected to take an active part in class by joining in discussions. They are also expected to turn off their mobile phones and other electronic devices in the classroom.

VI. ATTENDANCE:

Attendance is obligatory. More than 11(eleven) hours of absence will directly result in F1. Punctual attendance is certainly expected at every class meeting.

VII. ASSESSMENT:

There will be two mid-term exams, in-class activities, short homeworks, quizzes and a final exam. Class work, assignments and research tasks will be all marked. In the grading of the examinations and assignments, up to 25% of the total mark will be taken off for grammatical mistakes and worse spelling. Marks below 50 (out of 100) in the final exam will result in F3. The assessment will be made on the following basis:

Mid-term I	15%
Mid-term II	15%
Paragraphs, Mini Essays, In-class Activities, Participation	20%
Final Exam	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%2012-13.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.anglia.ac.uk/anet/students/documents/2010/helpful-guide-to-essay-writing.pdf>
- <http://www.langara.bc.ca/departments/history-latin-political-science/pdf/academic-essayguidelines.pdf>
- <http://www.ou.edu/hcwc/paragraph%20construction%20handout.pdf>
- <http://www.mrshatzi.com/files/persuasive.pdf>
- http://www.marthabianco.com/WR90/Last_Packet.pdf
- <http://www.nclor.org/nclorprod/file/e3476e91-6740-d289-c98dfce107874ddb/1/157685521X.pdf>
- <http://www.theory.org.uk/david/essaywriting.pdf>

IX. PLAGIARISM AND CHEATING:

Academic dishonesty of any kind such as plagiarism, cheating on exams and assignments, turning in work that is written by someone else and helping another student commit an act of academic dishonesty will not be tolerated. It will certainly result in a straight F3 and legal action will be initiated.