

Hacettepe University
Faculty of Letters
Department of English Language and Literature
SYLLABUS

Title of the Course: IDE 131 (02) Writing Skills (Elective)

Year and Term: 2017-2018 Fall

Class Hours and Classroom: Tuesday, 13.00-15.50 / B8-B03

Office Hours: Tuesday, 9.00-11.30

Email: vural.kubra@gmail.com

I. Aim and Content: The aim of this course is to improve writing skills of students and enable them to write paragraphs and essays in different types. During the first weeks of the course, punctuation, sentence writing and basic concepts of writing are to be illustrated through lectures and class discussion. Later, different types of paragraphs and essays are to be introduced and practised through 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, sentence structure and punctuation

Week II: Introduction to “the writing process.” definitions of composition, paragraph, topic, topic sentence, controlling idea, thesis statement, etc.

Week III: Support, unity, coherence, outline

Paragraph writing and its types

Week IV: Descriptive paragraphs and examples

Narrative paragraphs and examples

Week V: Expository paragraphs and examples

Week VI: MIDTERM I (31.10.2017)

Week VII: Essay writing: Introduction, development, conclusion

Outline

Week VIII: Comparison and contrast essay and examples

Week IX: Comparison and contrast essay and examples

Cause-and-effect essay and examples

Week X: Cause-and-effect essay and examples

Week XI: MIDTERM II (05.12.2017)

Week XII: Argumentative essay and examples

Week XIII: Argumentative essay and examples

Week XIV: Argumentative essay and examples

Revision

III. Textbook:

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

Additional sources will be provided by the instructor.
Students should refer to Hacettepe, Bilkent and ODTU libraries for further reading.

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

V. Requirements: Students must follow the syllabus and come to the class having done the given assignments. Having an active part in class is of utmost significance, and participation has an impact on final grade.

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

VII. Assessment: There will be two mid-terms and one final exam. Class works, assignments, class participation and research tasks will be marked. In the grading of the papers and essays, 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	15%
Mid-term II	15%
Paragraphs, mini essays, in-class works, 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.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.nclor.org/nclorprod/file/e3476e91-6740-d289-c98dfce107874ddb/1/157685521X.pdf>
- <http://www.theory.org.uk/david/essaywriting.pdf>

IX. Plagiarism and Cheating: The course will be conducted upon the principle of honesty. For the cases of plagiarism and cheating, legal action will be taken after being referred to the Chair and result in F3.

“You can make anything by writing.” C. S. Lewis