

**Course Code and No.:** ENGL 025    **Course Name:** Writing    **Semester:** 392

**Course Credits:** 5

**Prerequisite:**-----

**Faculty Member:**

Assessment	Week	Marks	Assessment	Week	Marks
Midterm Exam	8	30	Final Exam	14	60
			Class Participation	All along	10

## Course Objectives

**Purpose of the main learning outcomes for students enrolled in the course is:**

- To familiarise the students with the art of writing
- To enable them to write grammatically correct sentences
- To enable them to practise the sentence structure.
- To enable them to write guided paragraphs.
- To familiarise the students the techniques of spelling
- To enable the students to use language that is focused in the reference book.
- To enable the students practice punctuation.
- To enable the students with the art of joining sentences
- To enable them to give instructions and write them.

1. Improve students' developmental skills approach that encourages speaking, listening, writing, and reading abilities through a wide variety writing exercises.
2. Have practical and efficient approach to learning the skills, strategies, and knowledge that are necessary for succeeding in content coursework.
3. Explore their opinions, discuss their ideas, and share their experiences through various pieces of reading and writing.
4. Introduce students to a wide range of exercises designed to get students to talk about their ideas, their everyday lives, and their environment.
5. Expose students to open-ended communicative task for both writing
6. Provides interesting and lively new exercise material especially for pair and group work.

## Proposed Teaching Methods

The course will be conducted via lectures in the main; group work, pair work and presentation

**Attendance Policy:** Attendance is compulsory in every class. If a student misses more than 25 % of the total hours in all the skills i.e. Reading, Writing, Listening, Vocabulary, Grammar, and does not produce a valid excuse within one week after his/her absence, he/she will not be allowed to appear in the final exam.

**Note:** The student with 50% of absence in the total contact hours will be deprived and his/her excuse document(s) will not be accepted.

## Textbooks and References:

**"Effective Academic Writing Intro" Second Edition Oxford (By Alice Savage)**  
Oxford University Press    ISBN: 9780194323444

**N.B :** The Department of English & Translation reserves the right to change text books and syllabi as and when necessary

<b>Week No Hijra Date</b>	<b>Gregorian Calendar</b>	<b>Course Contents</b>	<b>Contact Hours</b>
<b>ONE</b> 30/04/1440 To 04/05/1440	06/01/2019 To 10/01/2019	<b>Course Orientation</b>	
<b>TWO</b> 07/05/1440 To 11/05/1440	13/01/2019 To 17/01/2019	<p align="center"><b>UNIT ONE</b></p> <p align="center"><b>Words, Sentences, and Short Paragraphs</b></p> <p>1.Stimulating Ideas pp. 2-3 <i>Thinking about a topic.</i></p> <p>2.Words and Sentences pp. 4- 6 <i>Learn about words and sentences.</i></p> <p>3.Main Ideas and Supporting Details pp. 7-10 <i>Learn about main idea and supporting detail sentences, short paragraphs, write first drafts.</i></p> <p>4.Editing Your Writing pp. 11-14 <i>Learn to edit for subject and object pronoun; learn to write a second draft.</i></p> <p>5.Putting It All Together pp. 15- 16 <i>Review parts of speech and simple sentences, practice editing for punctuation and capitalization, review main idea sentences and supporting detail.</i></p>	5 Hours
<b>THREE</b> 14/05/1440 To 18/05/1440	20/01/2019 To 24/01/2019	<p align="center"><b>UNIT TWO</b></p> <p><b>Describing Places</b></p> <p>1.Stimulating Ideas pp. 18-20 <i>Describe a tourist attraction</i></p> <p>2.Brainstorming and Outlining pp. 21-23 <i>Learn to describe places, brainstorm ideas and specific vocabulary to use in writing, create an outline for your description</i></p> <p>3.Developing Your Ideas pp. 24-26 <i>Learn to use prepositional phrases to describe location, write a first draft.</i></p>	5 Hours
<b>FOUR</b> 21/05/1440 To 25/05/1440	27/01/2019 To 31/01/2019	<p>4.Editing Your Writing pp. 27-30 <i>How to edit prepositional phrases, use articles ,singular and plural nouns with there is or there are, edit first draft and write a first draft</i></p> <p>5.Putting It All Together pp. 31- 32 <i>Prepositional phrases to describe places, articles a or an, plural nouns, editing.</i></p> <p>6. Preparing for Academic Success pp.33- 34 <i>Practice writing with a time limit.</i></p>	5 Hours
<b>FIVE</b> 28/05/1440 To 02-06-1440	03/02/2019 To 07/02/2019	<p align="center"><b>UNIT THREE</b></p> <p align="center"><b>Describing Objects</b></p> <p>1.Stimulating Ideas pp. 36-38 <i>Description of things.</i></p> <p>2.Brainstorming and Outlining pp. 39-41 <i>Describe clothing and personal items, brainstorm ideas and specific vocabulary to use in writing, create an outline for the description.</i></p> <p>3.Developing Your Ideas pp. 42-44 <i>Use visual details to describe merchandise, write a first draft..</i></p> <p>4.Editing Your Writing pp. 45-48 <i>How to use adjectives with be, place adjectives before nouns, use simple present with I, edit your writing and write a final draft..</i></p>	5 Hours
<b>SIX</b> 05/06/1440 To 09/06 /1440	10/02/2019 To 14/02/2019	<p>5.Putting It All Together pp.49-50 <i>Review using visual details and adjectives before nouns, practice using the simple present with I, practice editing.</i></p> <p>6.Preparing for Academic Success pp.51-52 <i>Practice writing with a time limit.</i></p>	5 Hours

		<p style="text-align: center;"><b>UNIT FOUR</b> <b>Explaining Tasks</b></p> <p>1.Stimulating Ideas pp. 54-56 <i>Describe a task.</i></p> <p>2.Brainstorming and Outlining pp. 57-59 <i>Describe a task that people do using technology, brainstorm ideas and specific vocabulary to use in writing , create an outline for your explanation.</i></p>	
<p style="text-align: center;"><b>SEVEN</b> 12/06/1440 To 16/06/1440</p>	<p style="text-align: center;">17/02/2019 To 21/02/ 2019</p>	<p>3.Developing Your Ideas pp.60-62 <i>Use the simple present with the 3<sup>rd</sup> person, using infinitives to express necessity.</i></p> <p>4.Editing Your Writing pp.63-66 <i>Edit for subject-verb agreement, use more than one verb in a sentence, edit your writing and write a final draft.</i></p> <p>5.Putting It All Together pp.67-68 <i>Review using verbs with singular subjects, using two verbs in a single sentence, editing simple present and infinitives.</i></p> <p>6.Preparing for Academic Success pp. 69-70 <i>Practice writing with a time limit.</i></p>	5 Hours
<p style="text-align: center;"><b>EIGHT</b> 19-06-1440 To 23-06-1440</p>	<p style="text-align: center;">24/02/2019 To 28/02/2019</p>	<p><b>Mid-Term Examination</b> <b>Unit: 1, 2, 3, 4</b></p>	
<p style="text-align: center;"><b>NINE</b> 26-06-1440 To 30-06-1440</p>	<p style="text-align: center;">03/03/2019 To 07/03/2019</p>	<p style="text-align: center;"><b>UNIT FIVE</b> <b>Describing the Past</b></p> <p>1.Stimulating Ideas pp. 72-74 <i>Learn about describing the past</i></p> <p>2.Brainstorming and Outlining pp.75-76 <i>Describe a time in the past, Brainstorm ideas and specific vocabulary to use in the writing, create an outline for your description.</i></p> <p>3.Developing Your Ideas pp.77-80 <i>Learn to use the simple past and the simple past of be, write a first draft.</i></p> <p>4.Editing Your Writing pp. 81-84 <i>Review irregular forms of the simple past and learn spelling rules, use prepositions of time, edit the first draft and write a final draft.</i></p> <p>5.Putting It All Together pp. 85-86 <i>Review using verbs in the simple past, using prepositions Of time, practice editing.</i></p>	5 Hours
<p style="text-align: center;"><b>TEN</b> 03-07-1440 To 07-07-1440</p>	<p style="text-align: center;">10/03/2019 To 14/03/2019</p>	<p>6.Preparing for Academic Success pp. 87-88 <i>Practice writing with a time limit.</i></p> <p style="text-align: center;"><b>UNIT SIX</b> <b>Explaining Changes</b></p> <p>1.Stimulating Ideas pp. 90-91 <i>Describe and give examples of how a city is changing</i></p> <p>2.Brainstorming and Outlining pp. 92-94 <i>Learn to explain with examples, brainstorm ideas and specific vocabulary to use in your writing, create an outline for your explanation</i></p> <p>3.Developing Your Ideas pp.95-98 <i>Learn to use the simple past and the simple past of be, write a first draft.</i></p>	5 Hours
<p style="text-align: center;"><b>ELEVEN</b> 10-07-1440 To 14-07-1440</p>	<p style="text-align: center;">17/03/2019 To 21/03/2019</p>	<p>4.Editing Your Writing pp. 99-102 <i>Review irregular forms of the simple past and learn spelling rules, use prepositions of time, edit the first draft and write a final draft.</i></p> <p>5.Putting It All Together pp. 103-104 <i>Review using the present continuous, practice using conjunctions, use the with specific nouns, practice editing.</i></p>	5 Hours

		<p>6.Preparing for Academic Success pp. 105-106 <i>Practice writing with a time limit.</i></p> <p style="text-align: center;"><b>UNIT SEVEN</b> <b>Narrating a Past Experience</b></p> <p>1.Stimulating Ideas pp. 108-110 <i>Write about something that happened to you in the past</i></p>	
<p><b>TWELVE</b></p> <p>17-07-1440 To 21-07-1440</p>	<p>24/03/2019 To 28/03/2019</p>	<p>2. Brainstorming and Outlining pp. 111-113 <i>Narrate a past experience, brainstorm ideas and specific vocabulary to use in your writing, create an outline for your narrative</i></p> <p>3.Developing Your Ideas pp. 114-116 <i>Use the past continuous to describe things in progress in the past, write a first draft</i></p> <p>4.Editing Your Writing pp. 117-120 <i>Use when to combine the past continuous with the simple past, learn to report requests, warnings, and directions with infinitives, edit your first drafts and write a final draft.</i></p> <p style="text-align: center;"><b>UNIT EIGHT</b> <b>Explaining Opinions</b></p> <p>1. Writing Process Part 1 Page 126 - 128 2. Writing Process Step 2 Page 129 - 131</p>	5 Hours
<p><b>THIRTEEN</b></p> <p>24-07-1440 To 28-07-1440</p>	<p>31/03/2019 To 04/04/2019</p>	<p>3. Writing Process Step 3 Page 132 – 134 4. Writing Process Step 4 Page 135 – 138 5. Review Putting it all together Page 139 – 140 6. Timed Writing Preparing for Academic success Page 141, 142.</p>	5 Hours
<p><b>FOURTEEN</b></p> <p>02-08-1440 To 06-08-1440</p>	<p>07/04/2019 To 11/04/2019</p>	<p><b>FINAL EXAMINATIONS</b> <b>All the chapters covered from week 1</b> <b>until week 13.</b></p>	