

WRITING SKILLS

Course No	:	ENG 210
Course Title	:	WRITING SKILLS
Prerequisites	:	ENG 120
Course Type	:	General-Elective
Faculty Member	:	Dr. ; Room # ; Telephone ; e-mail ;
Office Hours	:	
Class Time	:	
Lecture Class	:	

Course Objectives:

The major objective of the course is to improve the students' writing skills so they can successfully handle their work at the post-secondary level and can become an effective communicator. Students will expand their vocabulary, increase their ability to analyze complex text, and improve their writing skills in general. These skills will help students in all their present and future courses. The course aims at teaching students how to use writing as a tool for exploring and developing ideas.

Course Description:

The Writing Skills course is for people who have a good command of the English language, but have basic usage problems such as consistent errors in grammar, syntax, punctuation, and spelling. In addition to a systematic grammar review, the course comprises a comprehensive coverage of sentence and paragraph structure leading to the writing of the essay. The following components of essay writing are developed: research and critical analysis, outlining and focusing, introduction and conclusion, paragraph development, use of supporting evidence, reasonable persuasion, revision, documentation, and formal manuscript style.

Course Outline:

1. Introducing People
 - 1.1.Organization: Paragraph Form
 - 1.2.Grammar and Mechanics: Simple sentences, connectives, end-of-sentence Punctuation and capitalization.
 - 1.3.The writing Process

2. Writing Instructions
 - 2.1.Time-Order paragraph: Outlining
 - 2.2.Grammar and mechanics: Compound sentences, coordinating conjunctions; comma splices.
 - 2.3.The writing process

3. Describing
 - 3.1.Space-order paragraph: Descriptions
 - 3.2.Grammar and mechanics: adjectives, prepositions, prepositional phrases
 - 3.3.The writing process
4. Listing Characteristics:
 - 4.1.The three parts of a paragraph
 - 4.2.Sentence structure: Fixing comma splices and run-on sentences
 - 4.3.Grammar and mechanics: adverbs
 - 4.4.The writing process
5. Stating Reasons and Using Examples
 - 5.1.Transition signals
 - 5.2.Sentence structure: independent and dependent clauses, complex sentences, fragments.
 - 5.3.The writing process
6. Facts and Opinions
 - 6.1.Transition signals
 - 6.2.Sentence structure: Adjective clauses with *who*, *which*, and *that*
 - 6.3.Mechanics: the business letter and the research paper
 - 6.4.The writing process

Learning Outcomes:

After completing the course the students should be able to:

1. demonstrate their writing skills through the completion of several writing assignments approaching a variety of types of writing.
2. demonstrate their ability to conduct independent research in their professional disciplines by producing a research paper and presenting it as a final project.
3. provide evidence of their oral communication skills in regard to ideas developed in the course through frequent formal and informal recitation and discussion and through oral presentation of their research finding.
4. clarify their personal values through examination of ideas emerging from class discussions and individual presentations.

Skills to be developed:

This course helps students in developing the following skills:

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| 1. Communication (Oral and written) | Through assignments, case study discussions and examinations |
| 2. Analytical | Through case studies and examinations |
| 3. Team work | Through case studies |

4. Creative thinking Through case studies, assignments, classroom discussions
5. Adaptability to change Through case studies and examinations
6. Ethics Through lectures and assignments

Evaluating Student Performance:

Class participation and attendance	10%
Individual assignments (five)	25%
Mid-Term Examination	20%
Project presentation	20%
Final Examination	25%

Assignment	LO1	LO2	LO3	LO4
Class Participation			X	X
Class Assignments	X		X	X
Mid-term exam	X			
Project		X	X	
Final exam	X			

Grading:

Percentage Score	Letter Grade	GPA Points	Percentage Score	Letter Grade	GPA Points
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

Educational Resources:

Educational Resource	Description	Comments
Textbooks Required	Ann Hogue, <u>First Steps in Academic Writing</u> (Longman, 1996)	
References	Liverpool JMU Manual: <u>Personal Development Skills</u> , (School of Computing and Mathematical Sciences, 2004/05). William W. Jenkins, et al. <u>Developing College Skills in Writing about Literature</u> (Silver Burdett & Ginn); 2 nd Ed., 1995. Jordan, R.R. <u>Academic Writing Course: Study Skills in English</u> , 3 rd ed., (Pearson Education, 1999)	
Computers CD - ROM :	(CD-ROM) data base in the library + Action learning through CD Accompanying the textbook	
Other Resources:	Library resources, Internet search of periodicals	

Course Schedule & Outline:

Sixteen Week Semester, 3 hrs/Wk

Date	Week	Outline Syllabus	Learning Outcomes	Homework Assignments, Due dates
February 12/2-16/2	1		LO1	
February 19/2-23/2	2		LO2	
May 28/5- 31/5		General Review		