



**Department of English**

**Private Paitaxt Institute - Erbil**

**Subject: Writing Skills**

**Course Book – *Year 1***

**Lecturer's name: Ayla Husam Yaseen**

**Academic Year: 2020 - 2021**

# Course Book

<b>1. Course name</b>	<b>Writing skills</b>
<b>2. Lecturer in charge</b>	<b>Ayla husam yaseen</b>
<b>3. Department/ College</b>	<b>English – paitaxt institute</b>
<b>4. Contact</b>	<b>e-mail: <a href="mailto:ayla.yasin@pti.edu.krd">ayla.yasin@pti.edu.krd</a> Tel: (optional)</b>
<b>5. Time (in hours) per week</b>	<b>4 hrs/week</b>
<b>6. Office hours</b>	<b>6 hours (monday)</b>
<b>7. Course code</b>	
<b>8. Teacher's academic profile</b>	<p><b>Degrees:</b>  BA English Language 2012 Salahaddin University  MA Applied Linguistics 2017 Salahaddin University</p> <p><b>Academic Rank:</b> Assistant Lecturer</p> <p><b>Teaching at University:</b>  Three-year of experience teaching various subjects to different classes, such as academic debate (<u>1<sup>st</sup> class</u>), communication (<u>1<sup>st</sup> class</u>), diversity education (<u>2<sup>nd</sup> class</u>), conversation (<u>3<sup>rd</sup> class</u>), Diversity Education (<u>4<sup>th</sup> class</u>), classroom management (<u>4<sup>th</sup> class</u>), listening and speaking (<u>2<sup>nd</sup> class</u>).</p>
<b>9. Keywords</b>	<b>Writing – Language Skills — Sentence – Paragraph – Essay -</b>
<p><b>10. Course overview:</b></p> <p>In this course, students will learn to use standard English grammar in writing paragraphs and short compositions. Students work on developing effective simple and compound sentences and using them in their writing. Students are exposed to the modes of description, process and opinion. This is a course designed to prepare EFL students to handle the writing tasks they will encounter in institute-credit level courses and the workplace. This course is supposed to be at the elementary level of language proficiency preparing the students to write paragraphs considering certain grammar points and paragraph writing mechanisms such as punctuation, writing structure and idea organisation.</p>	
<p><b>11. Course objective:</b></p> <p>In this course, you will develop the following knowledge:</p> <ol style="list-style-type: none"> <li>1. Writing is a personal explanation of the world around us.</li> <li>2. Writing is a four-part process: prewriting, outlining, drafting, and revising.</li> <li>3. All good writing adheres to four basic principles: unity, support, coherence, and mechanics (grammar, spelling, punctuation, and usage).</li> <li>4. Content of paragraphs comes from careful consideration of the subject.</li> <li>5. Consideration of the reader is an essential part of the writing process.</li> <li>6. Different assignments with different purposes require specific applications of form and content.</li> <li>7. Grammar and punctuation are essential to the communication of ideas.</li> <li>8. Evaluation of peer compositions is essential to developing critical skills for application to one's own writing.</li> <li>9. Use of the computer is essential for producing college level work.</li> </ol>	
<p><b>12. Student's obligation</b></p> <p>Students are expected and supposed to:</p>	

Attend the classes punctually,  
Prepare and participate in the class discussions,  
Write paragraphs and essays regularly according to class requirement  
Submit assignments in time

### 13. Forms of teaching

Teaching will take place in different forms and through different techniques. Students are required to pay close attention to the teacher's lecturing, prepare and participate in class discussion, team works, pair / group activities, and submit their homework in time.

### 14. Assessment scheme (this scheme is subject to change depending on the requirement of the department)

#### 50% midterm

Homework:

In-class assignments: **10 marks**

Attendance and participation: **10 Marks**

Exam: 30 marks

#### 50% Final

### 15. Student learning outcome:

Upon completion of this course, students will demonstrate the ability to do the following:

- Write accurate sentences, and paragraphs incorporating the grammatical structures studied in this course;
- Identify fragments and run-on sentences and write more complex sentences;
- Generate ideas and prepare to write using the following prewriting strategies: brain storming, webbing, free writing, etc...
- Write effective paragraphs and short compositions using the modes of description, opinion, and process;
- Do simple editing of self and peer's writing assignments

### 16. Course Reading List and References:

Source 1: 'Speak out', level: Elementary, an English language course book

Source 2: Fawcett, Susan. *Evergreen: A Guide to Writing with Readings*. 10th Edition. Boston: Wadsworth, 2014

Source3; Handouts (this are extracted from authentic sources)

### 17. Weeks

### Grammar points & Writing topics to cover

Week 1

Course introduction + Punctuation

Full stop

Comma

Question mark

Exclamation mark

	Apostrophe
Week 2	Capitalization
Week 3	Linkers (and, or, but, so, because)
Week 4	Paragraph Structure (Parts of a paragraph) The Topic Sentence Supporting sentences The Concluding Sentence
Week 5	Writing Mechanisms Unity Coherence (logical order of sentences + using transitional words)
Week 6	Parts of an essay:  Introduction (general statement + thesis statement) Body paragraphs (each is about one main idea) Conclusion (restatement of the main points + final comment)
Week 7	How to write the introductory paragraph? (funnel theory - from general to specific)
Week 8	Types of Paragraphs  Narrative paragraph ( <b>presented and practiced</b> ) Descriptive paragraph ( <b>presented and practiced</b> ) Expository paragraph ( <b>presented and practiced</b> ) Persuasive paragraph ( <b>presented, but not practiced</b> )
<b>18. Practical Topics (If there is any)</b>	
In this section The lecturer shall write titles of all	Lecturer's name ex: (3-4 hrs)

practical topics he/she is going to give during the term. This also includes a brief description of the objectives of each topic, date and time of the lecture

### 19. Examinations:

**1. Compositional:** In this type of exam the questions usually starts with Explain how, What are the reasons for...?, Why...?, How....?

With their typical answers

Examples should be provided

### 2. True or false type of exams:

In this type of exam a short sentence about a specific subject will be provided, and then students will comment on the trueness or falseness of this particular sentence. Examples should be provided

### 3. Multiple choices:

In this type of exam there will be a number of phrases next or below a statement, students will match the correct phrase. Examples should be provided.

### 20. Extra notes:

Here the lecturer shall write any note or comment that is not covered in this template and he/she wishes to enrich the course book with his/her valuable remarks.

### 21. Peer review

### پیداچوونہوی ھاوئل

This course book has to be reviewed and signed by a peer. The peer approves the contents of your course book by writing few sentences in this section.

*(A peer is person who has enough knowledge about the subject you are teaching, he/she has to be a professor, assistant professor, a lecturer or an expert in the field of your subject).*

ئەم كۆرسىۋوكە دەبىت لەلایەن ھاوئلىكى ئەكادىمىيە سەير بىكرىت و ناوهرۆكى بابەتكەنى كۆرسەكە پەسەند بىكات و جەند وشەپەك بنووسىت لەسەر شىاوى ناوهرۆكى كۆرسەكە و واژووى لەسەر بىكات. ھاوئل ئەو كەسەپە كە زانىارى ھەبىت لەسەر كۆرسەكە و دەبىت پلەى زانستى لە مامۆستا كەمتر نەبىت.