

Course Outline

ENGLISH WRITING SKILLS

Course code and Session:

BDU 1106, Semester I 2007/2008

Credit units:

3 units

Class schedule:

Monday, 1.00pm - 3.30pm

Class venue:

U.203 FE UGM

Aim

Students will be able to produce unified, well-organised and coherent essays on a variety of topics in preparation for the writing of essays on both academic and non-academic topics. The first half of the course will focus on the fundamental aspects of essay writing. The second half of the course will focus on the construction of specific types of compositions, including opinion, comparison and contrast, argumentative and cause/effect.

Course book

Langan, J. 2005. College Writing Skills with Readings (Sixth Edition), New York: McGraw-Hill. (Parts One, Two, and Four)

Contact details

Lecturer:

Rebecca Kelly

Room:

to be advised

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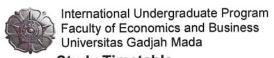
Consultation hours:

Monday 10am - 12pm

Monday 4pm – 5pm

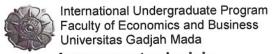
Tuesday 1pm – 4pm

If you would like a consultation outside of these hours, this may be arranged in class on Monday, or by phone or email.



Study Timetable

Week	Date	Time	Topic
1	Mon 27 August	1.00pm – 3.30pm	An Introduction to Writing
2	Mon 3 September	1.00pm – 3.30pm	The Writing Process
3	Mon 10 September	1.00pm – 3.30pm	The First and Second Steps in Essay Writing
4	Mon 17 September	1.00pm – 3.30pm	The Third Step in Essay Writing
5	Mon 24 September	1.00pm – 3.30pm	The Fourth Step in Essay Writing
6	Mon 1 October	1.00pm – 3.30pm	Four Bases for Revising Essays
7	Mon 8 October	1.00pm – 3.30pm	Revision and Exam Preparation
Study I	Period 1	5 October – 19 October – 2 Nove	mber
		5 October – 19 Octo	bber
Study I	Period 1 rm Exam 2 Mon 5		
Study I	Period 1 rm Exam 2 Mon 5 November Mon 12	2 October – 2 Nove	mber
Study I Mid-Te	Period 1 rm Exam 2 Mon 5 November	2 October – 2 Novel 1.00pm – 3.30pm	mber Examples
Study I Mid-Te 8 9	Period 1 rm Exam 2 Mon 5 November Mon 12 November Mon 19	2 October – 2 Nove 1.00pm – 3.30pm 1.00pm – 3.30pm	Examples Comparison and Contrast
Study I Mid-Te 8 9 10	Period 1 rm Exam 2 Mon 5 November Mon 12 November Mon 19 November Mon 26	2 October – 2 Novel 1.00pm – 3.30pm 1.00pm – 3.30pm 1.00pm – 3.30pm	mber Examples Comparison and Contrast Advantage vs. Disadvantage
Study I Mid-Te 8 9 10	Mon 5 November Mon 12 November Mon 19 November Mon 26 November Mon 3	2 October – 2 Novel 1.00pm – 3.30pm 1.00pm – 3.30pm 1.00pm – 3.30pm 1.00pm – 3.30pm	mber Examples Comparison and Contrast Advantage vs. Disadvantage Argumentation
8 9 10 11 12	Mon 5 November Mon 12 November Mon 19 November Mon 26 November Mon 3 December Mon 10	2 October – 2 Novel 1.00pm – 3.30pm	Examples Comparison and Contrast Advantage vs. Disadvantage Argumentation Cause and Effect



Assessment schedule

Assessment	%
Attendance & Participation	10
Weekly Assignments	20
Mid-Term Exam	30
Final Exam	40

Assessment Information

Attendance & Participation

10%

Students are expected to attend every lecture at the given time. Students are also expected to participate fully during class time. Students who are late will not receive full marks for attendance.

Weekly Assignments

20%

A homework assignment will be set by the lecturer every week. The assignment will usually be in the form of an essay. Students are expected to complete every assignment. Each assignment will be assessed.

Mid-Term Exam

1 hour

30%

The mid-term exam will be one hour in duration.

There will be three essay questions to choose from.

Students must choose one of the questions and write an essay within the given time. Dictionaries may be used.

Final Exam

1 hour, 10 min

40%

The final exam will be one hour in duration, with 10 minutes reading time.

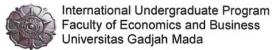
Students may plan their essays within the 10 minute reading time.

There will be five essay questions to choose from.

Students must choose two questions and write two essays within the given time.

There will be a time limit of thirty minutes for each essay.

Dictionaries may be used.



References and Resources

A. Recommended Texts

Coe, N., Rycroft, R. & Ernest, P. 1983. Writing Skills. Cambridge: CUP.

Ellis, G. & Sinclair, B. 1989. Learning to Learn English. Cambridge: CUP.

Oshima, A. & Hogue, A. 1999. Writing Academic English (third edition). White Plains, N.Y.:Addison Wesley Longman.

Reid, J.M. 1988. The Process of Composition. Englewood Cliffs, N.J. Prentice Hall, Inc.

Ruggerio, V.R. 1981. The Art of Writing. Sherman Oaks, Calif.:Alfred Publishing Co.

B. Recommended Monolingual Dictionaries

Hornby, A.S. 1995. Oxford Advanced Learner's Dictionary of Current English (fifth edition). Oxford: CUP (fourth edition is also useable)

Mish, F.C. ed. 1991. Webster's Ninth New Collegiate Dictionary. Springfield, Mass.: Merriam-Webster Inc.

Procter, P. 1981. Longman Dictionary of Contemporary English. Harlow, Essex: Longman Group Ltd.

Sinclair, J. ed. 1987. Collins Cobuild English Language Dictionary. London: Collins Publishers.

C. Recommended pedagogic grammar books:

Azar, B.S. 1999. Understanding and Using English Grammar (third edition). Upper Saddle River, N.J.: Pearson Education. (second edition, 1989, published by Prentice Hall Regents is also useable)

Murphy, R. 1985. English Grammar in Use. London: Cambridge University Press.

Murphy, R. 1990. Essential Grammar in Use (Third Edition), London: Cambridge University Press