



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*
Telephone: 0818 0268 0056
Email: beckelly8@yahoo.com.au

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 Period 15 October – 19 October			
Mid-Term Exam 22 October – 2 November			
8	Mon 5 November	1.00pm – 3.30pm	Examples
9	Mon 12 November	1.00pm – 3.30pm	Comparison and Contrast
10	Mon 19 November	1.00pm – 3.30pm	Advantage vs. Disadvantage
11	Mon 26 November	1.00pm – 3.30pm	Argumentation
12	Mon 3 December	1.00pm – 3.30pm	Cause and Effect
13	Mon 10 December	1.00pm – 3.30pm	Revision and Exam Preparation
14	Mon 17 December	1.00pm – 3.30pm	Revision and Exam Preparation
Study Period 20 December – 24 December			
Mid-Term Exam 31 December – 12 January 2008			



Assessment schedule

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

Assessment Information

Attendance & Participation		10%
<p>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.</p>		
Weekly Assignments		20%
<p>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.</p>		
Mid-Term Exam	1 hour	30%
<p>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.</p>		
Final Exam	1 hour, 10 min	40%
<p>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.</p>		



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