

CANAKKALE ONSEKİZ MART UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
ELL-ELT PREP PROGRAM
WRITING
SYLLABUS AND PACING FOR COURSE



Course Description:

This course is designed for prep class students studying English Language Teaching and English Language and Literature at Çanakkale Onsekiz Mart University. It aims to reinforce paragraph and essay writing skills and introduce students to the practice of writing for academic purposes. The basic objective is to prepare students for major studies in their departments in which academic writing skill is a requirement. The lessons cover a range of writing skills emphasizing sentence construction, clause structure, paragraph structure and essay structure. Following a process-based approach, students move through the writing process, from brainstorming to organizing and developing their ideas with outlines, before completing the final draft of their unit assignment.

Objectives

At the end of this course students will be able to:

- encounter high-frequency academic vocabulary and learn how to use it naturally in preparation for college-level writing
- construct well-developed sentences and form coherent paragraphs and essays
- recognize punctuation and capitalization rules and use them appropriately
- experience the writing process (making an outline, drafting, peer-checking, editing...etc.)
- write clear, well-structured academic texts of some length, with a high degree of grammatical accuracy and in an appropriate style
- understand and avoid plagiarism
- introduce and integrate source material into the paragraph/essay
- identify effective writing techniques in their own work and peer writing

Course Content:

The course includes the following topics:

- Parts of Speech (word types)
- Clause Structure and Clause Types
- Sentence Structure and Sentence Types
- Punctuation/Capitalization/Paraphrasing/Plagiarism
- Paragraph Structure
- Expository Paragraph
- From Paragraph to Essay
- Expository Essay
- Classification Essay

Coursebook and Materials (Fall Term) :

Weeks 1-2-3-4: the lesson will be conducted through online/printed packs, Powerpoint presentations, worksheets and tasks prepared by course instructors.

Week 5: Longman Academic Writing Series 4 (Chapter 1) and online/printed packs, Powerpoint presentations, worksheets and tasks prepared by course instructors.

Weeks 6-7: the lesson will be conducted through online/printed packs, Powerpoint presentations, worksheets and tasks prepared by course instructors.

Weeks 9-10: Longman Academic Writing Series 4 (Chapter 4)

Weeks 11-12-13-14: Longman Academic Writing Series 5 (Chapters 1 and 2)

Coursebook and Materials (Spring Term) :

Longman Academic Writing Series 5

Supplementary Materials

- ✓ Lectures prepared by course instructors. PowerPoint slides, self-study documents and worksheets will be provided by instructors.

Requirement(s):

- A laptop, PC, or a device on which you could use MS office skills (*Microsoft Office skills are skills related to the usage of MS Office software like Word, Excel, PowerPoint, Outlook, Access, Publisher, and Teams.*)
- Microsoft Office-Word Skill
- Turnitin account
- Microsoft Teams account

Workload:

Students must be prepared to:

- ✓ participate in all face-to-face class activities,
- ✓ complete all homework and assignments and submit them on time,
- ✓ complete all other assignments given by the instructors (written assignments, worksheets, tasks)

(No late assignments will be accepted unless prior permission has been given.)

Assessment

To determine course grades, the following evaluation system will be applied:

COURSE EVALUATION CHART

Name of the Task/Exam	Percentage	Content
Performance Task/Tasks	20%	Each teacher will decide how s(he) will evaluate performance and will share it with students.
Quiz 1	15%	Lectures 1-2-3
Quiz 2	15%	Take-home Quiz: Writing an essay for a given outline.
Midterm 1	25%	Expository Paragraph
Midterm 2	25%	Expository Essay Classification Essay

Attendance:

Course attendance and participation in all classes are very important aspects of this course. Students are expected to fulfil the tasks and submit them on time.

****Plagiarism:*** *Plagiarism is defined as the deliberate representation of another's words, thoughts, or ideas as one's own **without attribution to them**, so please do not use someone's words **without referencing the source** or including the information in quotation marks.*

- Intentional plagiarism will not be tolerated, and ***intentionally plagiarized written works and assignments will automatically fail.***

Final Note:

Communication and understanding are important elements of this class. If you have questions about the course content or about your papers at any time, please ask questions in class, communicate with the course instructor via e-mail, or communicate during office hours.

Recommended Resources (online and/or printed)

- ✓ Final Draft 1, Cambridge University Press
- ✓ <http://www.bbc.co.uk/skillswise/topic-group/writing>
- ✓ <http://www.bbc.co.uk/learningenglish/english/gothedistance/academicwriting>
- ✓ <https://www.english-corpora.org/coca/> (COCA)
- ✓ <https://www.grammarly.com/> (Free Online Writing Assistant)
- ✓ <https://www.phrasebank.manchester.ac.uk/>
- ✓ <https://ludwig.guru/>
- ✓ <https://quillbot.com/>
- ✓ <https://virtualwritingtutor.com/>
- ✓ <https://ozdic.com/>
- ✓ <https://fraise.it/>
- ✓ <https://owl.purdue.edu/owl/>
- ✓ <https://www.scribbr.com/category/academic-writing/>

PROVISIONAL WEEKLY SCHEDULE

Date	Contents	Details (Outcomes and Tasks) (Some assignments to be announced in class)
Week 1 02-06 Oct.	Course Introduction Lecture 1: Parts of Speech	Understand the content, objectives, and assessment criteria of the course Differentiate and classify parts of speech in a sentence. Demonstrate and apply knowledge of parts of speech Writing Practice: Identify parts of speech in a given text and write sentences using various parts of speech.
Week 2 9-13 Oct.	Lecture 2: Clause Structure and Clause Types	Recognize different clause types. Noun Clauses/Adjective Clauses/Adverb Clauses Writing Practice: Identify types of clauses in sentences and write sentences including different types of clauses.
Week 3 16-20 Oct.	Lecture 3: Sentence Structure and Sentence Types	Recognize different sentence types Simple/Complex/Compound/Complex-Compound Sentences Writing Practice: Identify types of sentences in a given text and write different types of sentences about given topics.
Week 4 23-27 Oct.	QUIZ 1 Lecture 4: Punctuation/Capitalization Paraphrasing Plagiarism	QUIZ 1: Lectures 1-2-3 Identify punctuation marks/capitalization rules. Recognize plagiarism and understand rules of academic integrity Writing Practice: Use correct punctuation and capitalization in a given text. Write sentences including various punctuation marks. Paraphrase given sentences.

Week 5 30 Oct.-03 Nov.	Lecture 5: Paragraph Structure <i>(Longman Academic Writing Series 4-Chapter 1)</i>	Demonstrate understanding of paragraph elements Recognize parts of a paragraph Develop topic sentences for different topics Writing Practice: Write topic sentences, supporting sentences, details and concluding sentences for a given paragraph/topic.
Week 6 06-10 Nov.	Lecture 6: Expository Paragraph	Recognize and analyze the elements of an expository paragraph. Writing Practice: Write proper topic sentences for an expository paragraph. Design an outline for an expository paragraph
Week 7 13-17 Nov.	Lecture 6: Expository Paragraph	Demonstrate ability to write a well-developed expository paragraph Make an outline for an expository paragraph about a given topic. Timed Writing/In-class writing activity: An Expository Paragraph
Week 8 20-24 Nov.	MID-TERM 1	Midterm 1: Expository Paragraph
Week 9 27 Nov.-01 Dec.	Lecture 7: From Paragraph to Essay <i>(Longman Academic Writing Series 4-Chapter 4)</i>	Analyzing the Model Parts of an Essay Patterns of Organization
Week 10 04-08 Dec.	Lecture 7: From Paragraph To Essay <i>(Longman Academic Writing Series 4-Chapter 4)</i>	Outline Timed Writing
Week 11 11-15 Dec.	QUIZ 2 Chapter 1: Expository Essays <i>(Longman Academic Writing Series 5-Chapter 1)</i>	QUIZ 2: Take-Home Quiz-Write an essay for a given outline Analyzing the Model A Clear Thesis Statement

		Topic Sentences A strong Conclusion Grammar
Week 12 18-22 Dec.	CHAPTER 1: Expository Essays <i>(Longman Academic Writing Series 5-Chapter 1)</i>	The Writing Process Timed Writing
Week 13 25-29 Dec.	CHAPTER 2: Classification Essays <i>(Longman Academic Writing Series 5-Chapter 2)</i>	Analyzing the Model Introductory Paragraph Body Paragraphs Concluding Paragraph Establishing Unity and Coherence Grammar
Week 14 01-05 Jan. 2024	CHAPTER 2: Classification Essay <i>(Longman Academic Writing Series 5-Chapter 2)</i>	Preparation for Writing Timed Writing
Week 15 9-10-11 Jan. 2024	MIDTERM 2	Expository Essay and Classification Essay