

Eng. 312 (Essay Writing)

Institution	Al Majma'ah University
College/Department	Al Majma'ah Community College Department of Humanities and Administrative Sciences English Section
A. Course Identification and General Information	
1. Course title and code:	Eng. 312: Essay Writing
2. Credit hours:	02 hours
3. Program:	B.A (English)
4. Name of faculty member responsible for the course:	Abid Muhammad Hayat Khokhar, Lecturer University Employee No. 73031 http://faculty.ksu.edu.sa/abidkhokhar/default.aspx E. Mail abidhayatkhokhar@hotmail.com Contact No. 00966-(0)507940835
5. Level/year:	4th Level / 2nd year
6. Pre-requisites for this course:	Eng 213- Composition II
7. Co-requisites for this course:	Eng 111 & Eng 116
8. Location:	First Floor, First Room [2A.....10] Main Campus

B. Objectives

Summary of the main learning outcomes for students enrolled in the course.

1. To make the students shun away the pen fear and help them write logically developed paragraphs into a flowery essay with simple, compound and complex sentences by incorporating their own and acquired vocabulary with flawless grammatical structures.
2. To bring about the creative capability of guided, semi guided, free composition in prose in the form of essays, short stories, reports etc. in the students.
3. To make students capable of expressing their ideas in a logical way on any of the topic or information they want to demonstrate their control of language on it.

Some Special Instructions for Writing

1. Before writing any thing on any topic, try to concentrate on all possible aspects of that topic and go on writing points.
2. When you finish your brain storming, arrange your points in your systematic outline
3. Try to write your genuine, original and actual expressions, feelings, observations and reasoning.
4. Support your arguments with proverbs, universal truth(s), quotations, verse(s) etc., etc.
5. Use simple, compound, complex sentences and go on variegated style of writing with respect to sentence structure. If you are afraid of losing command over sentences, don't hunt for compound or complex sentences. Use them when you are sure enough about the health of compound and complex sentences
6. Grow you argument or paragraph with the sentences naturally related with the next as well as previous one.
7. Divide your paragraphs to a reasonable size and the points you want to discuss in them.
8. There must be logical, structural and sense coherence between the sentence in the paragraph and paragraphs in the composition.
9. Strictly take care of tense and verb while writing your composition.
10. Make sure, your spelling are correct. If you doubt spelling, change the choice of words and phrases.
11. Mind that idioms, phrases beautify the language.
12. Try to use the vocabulary and the choice of words, phrases and idioms for which you are dead sure that they suit there.
13. Try to write every day on some topic. If you don't have mood to write, just transcribe a page of paper from the writings of some native writer.
14. Never write sweeping sentence by using I, me, my, mine etc.
15. If you enjoy to read your own writing as a neutral person, you writing will also be appreciated by your teacher, evaluator, or a reader.
16. *After writing any piece, don't forget at all to revise / edit the whole piece and check spelling, verb and choice of words in lieu thereof. Mistake of verb and spelling should not go to the reader failing which your writing, howsoever original may it be, will lose credibility .*

C. Course Description

1 Topics to be Covered

The students will be given a proficiency test in the beginning and their actual level of writing proficiency will be estimated at individual and group level. Subsequently, they will witness some pictures or clips to write their independent compositions of different situations in different tense(s). All of this record will be maintained by the students in their notebooks. There will be progressive shift from simple to complex writing yielding into free essay writing

Main stress will be laid on independent and free composition on the part of the students and all the means will be exploited to bring about this objective.

Text Books:

Alexander, L.G., Essay and Letter Writing. Harlow, Longman, 1965

Topic	No of Weeks	Contacthours
Proficiency Test and Introduction to various kinds of compositions	1st	02
Practice writing by means of pictures and video clips on different topics and tense(s).	2nd	02
Practice of writing different types of introductions to an essay e.g Funnel, Turnabout, Dramatic etc.	3rd	02
Workshop on writing Introductions	4 th	02
Introduction to the body of the essay	5th	02
Workshop on the body essay	6th	02
Introduction and workshop on summing up the essay	7th	02
Workshop on writing guided (Descriptive)Essay.	8th	02
Revision and Mid Term test	9th	02
Introduction and workshop on (guided/free) Reflective essay	10th	02

Introduction and workshop on (guided/free) Argumentative Essay		11th	02
Second Mid Term Test and Introduction to Story Writing		12th	02
Workshop on Guided/Free Story Writing		13th	02
Introduction to different kinds of letters and Workshop on Letter Writing.		14th	02
Workshop on Proof Reading [Samples from the previous writing of the students]		15th	02
Course components (Total contact hours per semester):			
Lecture: 30 hours	Tutorial: 15 hours	Practical/Fieldwork: Home Assignments	Browsing net for latest studies on the plays and finding visual material over the plays

Methods of Assessment
<ol style="list-style-type: none"> 1. Consistent evaluation of CW/HW 2. Correction of Errors 3. Assignments 4. Tests 5. Mid Term Test 6. Final Terminal Examination

5. Schedule of Assessment Tasks for Students During the Semester			
Assessment	Assessment task (eg. essay, test, group project, examination etc.)	Week due	Proportion of Final Assessment
1	Class Tests (with Error Analysis)	Week 5,9,13	30%
2	Class Work / Home Assignments (Correction of Errors)	All along	30%
8	Final	Week 16	40%

D. Student Support

1. Arrangements for availability of faculty for individual student consultations and academic advice.

1 hour per course per week

E. Learning Resources

Recommended Readings:

1. Smalley, Regina L, Mark K. Ruetten, & Joann Rishel Kozyrev. Redifining Composition Skills: Rhetoric and Grammar. London: Heinle & Heinle, 2000
2. Writing Program Administration (Reference Guides to Rhetoric and Composition) by Susan, H. McLeod
3. Focus on Writing Composition: Pupil Book 1 (Pamphlet) by Ray Barker, Louis Fidge
4. Electronic Materials, Web Sites etc

Resources on the Web:

<http://www.icu.edu.au/studying/services/studyskills/seesy/>
<http://users.cds.net/~stifler/en110/classify.html>
<http://www.cyberssays.com/english/93.html>

- 5- Other learning material such as computer-based programs/CD, professional standards/regulations

Writing Software & Write e.g. www.WhiteSmoke.com

Resources on the Web:

The most comprehensive Poetry website

<http://www.icu.edu.au/studying/services/studyskills/seesy/>

<http://users.cds.net/~stifler/en110/classify.html>

<http://www.cyberssays.com/english/93.html>

www.thomsonlearning.com

Web-Cite (A knowledge-base of online scholarly materials relevant to literary and cultural studies, indexed by period and genre)

www.Questia.com

5- Other learning material such as computer-based programs/CD, professional standards/regulations

Student will be warned and got signed on Code of Honour and explained during student orientation in the college to protect against plagiarism
They will be informed about use of Turn-it-in.com software program to detect plagiarism