



King Saud University
College of Arts
Dept. of Eng. Lang & Lit.
Writing the Essay II (Eng. 312)
Course Syllabus First Semester (1431 / 1432)

Instructor: Mrs Hanaa Ayoub

Section: 3878

Time: 12:00 - 12:30

Day: Saturday, Monday, and Wednesday

Rm: 8, **wing:** A, **bldg:** 26, **floor:** 1

Office hours: Sat. & Mon. from 10 – 11

Tues. from 1 – 2

Wed. from 8 – 9 & 10 – 11

Office: rm 39 / bldg 26 (1st floor)

Email: hayoub@ksu.edu.sa or hanyoub@gmail.com (identify yourself every time).

Website: <http://faculty.ksu.edu.sa/hayoub> (check regularly)

NB: Please register in KSU SMS (73572) that I can have an easy way to contact you.

Course Description: (Credit 2 hrs)

This course offers practice in producing longer essays of several paragraphs. Attention is given to two types of essay writing, mainly the classification and the process – analysis essays. Students are also taught to use grammar in the following points: tenses, modifiers, rules of punctuation, relative pronouns, and prepositions. MLA methods of research and documentation will also be taught and applied.

Course Aims & Objectives:

Students will be able to:

- Apply MLA style and documentation to the essays they write.
- Apply two types of essay writing, mainly the classification and process – analysis essays.
- Apply correct language usage and grammar in their essays such as: tenses, modifiers, rules of punctuation, relative pronouns, and prepositions, and Produce essays free of dangling modifiers, run-on sentences incorrect antecedents, and sentence fragments.

Material to be covered

Weeks 1 - 6

Introduction to MLA style and format.

“Outlining” & “Writing Drafts” P 41 - 50

“Plagiarism and Academic integrity” P 52 - 61

“The Mechanics of Writing” sections 3.6, 3.7

“The Format of the Research Paper” P 116 - 122

“Documentation: Preparing the List of Works Cited” sections: 5.3.2, 5.3.4, 5.4.2, 5.4.5, 5.4.6, 5.5.2, 5.5.3, 5.5.4, 5.5.6, 5.5.13

MLA quiz 10%

Weeks 7 - 10

Chapter Nine: The Classification Essay. Organizing and writing a classification essay - Using only one principle of classification when dividing members of a group into categories - Using the turnabout method of writing introductions - Using transitions to increase coherence - Identifying categories in a classification essay

Grammar: Reviewing correlative conjunctions and articles for classification

First In-term 12%

Weeks 11 - 14

Chapter Ten: The Process- Analysis Essay. Planning, organizing, and writing a process-analysis essay - Understanding the differences between a directional process and an informational process - Awareness of how the intended audience of an essay affects the information that should be included in the essay - Deciding how to divide a process-analysis essay into paragraphs - Using the dramatic entrance method of writing introductions - Using participial phrases to increase coherence

Grammar: Reviewing adverbial clauses of time reduced to participial phrases, adverbial clauses of purpose, and conditionals

Second In-term 12%

Required Texts:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: Modern Language Association, 2009. Print.

Smalley, Regina L., Mary K. Ruetten, and Joann Rishel Kozyrev. *Refining Composition Skills: Rhetoric and Grammar*. 5th ed. Boston: Heinle & Heinle, 2001. Print.

Evaluation & Calendar:

- MLA Quiz: 10% **Week 6**, 2nd November, 2010 (3rd Du'lhejjah, 1431)
- 6 Essays: 6% starting **Week 7**
- First In-term: 12% **Week 10**, 7 December, 2010 (1 Muharram, 1432)
- Second In-term: 12% **Week 14**, 4 January, 2010 (29 Muharram, 1432)
- Make up exam: Week 15 Mon. 10 January, 2011 (6 Safar, 1432)
- Final Exam: 60%

Policies:

Attendance: Students are expected to attend every class. Any student who misses more than 25% of the attendance can expect to receive a warning, and a denial if absences continue. Students with serious problems or medical emergencies should notify me if you know you'll be absent or when you return.

Coming to class late: Titus Livius said “Better late than never”

I'd rather you come to class late than not at all. Occasional tardiness is not a problem but continuous lateness to class is disruptive and unacceptable (2 late(s) = 1 absence). Please have consideration for your classmates and for the instructor if you are entering the classroom late.

Late Assignments: All assigned work is expected on its due date. Late papers are penalized. Students are encouraged to email the instructor any assignment you have failed to hand-in on time. If I receive it on the day it is due, I won't count it late.

Make-up Exams: Students are responsible for being in class on exam days. Students may make up an exam; however, students should realize that the make up exam is going to include the whole curriculum and that it is going to be one question.

Your Grades: I'll calculate your final grade based on your three exams (2 in-terms + final) grades and your MLA quiz grade. The grade is divided as follows:

- **Language** is 50% of your mark:
 - Correct English is essential and language mistakes will affect grading, i.e.: grammar, subject-verb agreement, sentence-structure, spelling, capitalization, punctuation, parallel-structure, use of articles, etc. Also correct style and form of paragraphs and essays is graded.
- **Content** of your answers is 50% according to:
 - Introduction: how does it address the question? Is the thesis statement suitable to the topic? Do you have an argument?
 - Body: your supporting ideas should be strengthened by significant details and examples.
 - Details & examples: you should be accurate about the details and examples you choose to support your answer with.
 - Transitions: your development of your argument and how you introduce one idea after the other is important.
 - Conc.: it should restate your thesis and explain your argument.

PLAGIARISM is claiming, indicating, or implying that the ideas, sentences, or words of another are your own. It includes copying the work of another, or following the work of another as a guide to ideas and expressions that are then presented as your own.

Accidental plagiarism is the improper use of quotations and paraphrases without a deliberate attempt to deceive. If the plagiarism is accidental marks will be deducted. Any form of **deliberate plagiarism** is not acceptable. If it occurs, then, the grade is **ZERO**.

The Academic Support Center:

If you have difficulty writing your assignments or you have language problems, do not hesitate to bring your problem to my attention, or consult the Academic Support Center (make an appointment with the volunteering tutors in the department). The Academic Support Center offers free professional tutoring to any student who has language problems or needs help in any other skills for any course offered by the department. The tutors will help you develop methods to improve your language and academic skills.

NB: Tutors will not help you do your homework.

GOOD LUCK 🍀