**GAU, Faculty of Humanities**

**Writing Skills II**

**Course Description**

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| **Course Unit Title/Ders Adı** | | | | | | Writing Skills II | | | | | | | |
| **Course Unit Code/Ders Kodu** | | | | | | AME108 | | | | | | | |
| **Type of Course Unit/Ders statüsü** | | | | | | Compulsory/Freshmen | | | | | | | |
| **Level of Course Unit/Ders seviyesi** | | | | | | BA | | | | | | | |
| **National Credits/Ulusal kredi** | | | | | | 3 | | | | | | | |
| **Number of ECTS Credits Allocated/AKTS değeri** | | | | | | 6 ECTS | | | | | | | |
| **Theoretical (hour/week)/Haftalık teorik ders saati** | | | | | | 3 | | | | | | | |
| **Practice (hour/week)/Uygulama durumu** | | | | | | - | | | | | | | |
| **Laboratory (hour/week)/Laboratuvar durumu** | | | | | | - | | | | | | | |
| **Year of Study/ Dersin yılı** | | | | | | 1 | | | | | | | |
| **Semester when the course unit is delivered/Ders dönemi** | | | | | | Spring | | | | | | | |
| **Course Coordinator/Ders koordinatörü** | | | | | | - | | | | | | | |
| **Name of Lecturer (s)/Ders sorumlu öğretim elemanı** | | | | | | - | | | | | | | |
| **Name of Assistant (s)/Asistan adı** | | | | | | - | | | | | | | |
| **Mode of Delivery/Dersin işlenişi** | | | | | | Face to face | | | | | | | |
| **Language of Instruction/Dersin dili** | | | | | | English | | | | | | | |
| **Prerequisities and co-requisities/Dersin ön koşulu** | | | | | | - | | | | | | | |
| **Recommended Optional Programme Components/Önerilen opsiyonel program unsurları** | | | | | | - | | | | | | | |
| **Objectives of the Course/Dersin amacı** | | | | | | | | | | | | | |
| This course aims to:   * Know the notion and kinds of paragraph, identify elements of the paragraph, write good narrative, descriptive, and argumentative paragraphs correctly, develop the skills of writing paragraphs with good and correct English. | | | | | | | | | | | | | |
| **Learning Outcomes/Öğrenme çıktıları** | | | | | | | | | | |  | | |
| When this course has been completed the student should be able to | | | | | | | | | | | Assesment | | |
| 1 | Be able to write in correct sentences | | | | | | | | | | 1,2 | | |
| 2 | Be able to write good paragraphs | | | | | | | | | | 1,2 | | |
| 3 | Be able to punctuate correctly | | | | | | | | | | 1,2 | | |
| 4 | Be able to paraphrase correctly and avoid plagiarism Know the rules of referencing Have a wide academic vocabulary | | | | | | | | | | 1,2 | | |
| 5 | develop habit of writing effective sentences in English writing conventions. | | | | | | | | | | 1,2 | | |
| 6 | Have skills in writing effective sentences through the medium of simple description, narration and argument. | | | | | | | | | | 1,2 | | |
| 7 | have adequate knowledge and views about writing effective sentences and the arts of description, narration, and argument | | | | | | | | | | 1,2 | | |
| 8 | to become an effecftive writer | | | | | | | | | | 1,2 | | |
| *Assesment Methods*: 1. Exam, 2. Assignment 3. Project/Report, 4. Presentation, 5 Lab.Worak  *Değerlendirme Metodu*: 1. Sınav, 2. Ödev, 3. Proje, 4. Sunum, 5. Lab work | | | | | | | | | | | | | |
| **Course’s Contribution to Program/Dersin Programa Katkıları** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | CL/KS | |
| 1 | Have gained an in-depth knowledge of different linguistic components of the English language | | | | | | | | | | | 4 | |
| 2 | Be familiar with different theories, methods, and techniques of teaching English as a foreign language; | | | | | | | | | | | 3 | |
| 3 | Be able to teach EFL learners of varying ages effectively in all components of language: speaking, listening, reading, and writing; | | | | | | | | | | | 3 | |
| 4 | Be able to assess English language learners in different language skills; | | | | | | | | | | | 4 | |
| 5 | Be able to create, evaluate, and use English language teaching materials; | | | | | | | | | | | 2 | |
| 6 | Be able to critically evaluate the existing language proficiency exams; | | | | | | | | | | | 2 | |
| 7 | Be able to participate and be sufficiently understood in academic discourse; | | | | | | | | | | | 3 | |
| 8 | Be able to apply academic learning strategies such as note-taking, reading, and oral communication strategies in real life situations; | | | | | | | | | | | 5 | |
| 9 | Be able to make efficient and appropriate behavior management decisions in the classroom; | | | | | | | | | | | 4 | |
| 10 | Be able to analyze literary texts to integrate them into their teaching; | | | | | | | | | | | 3 | |
| 11 | To be able to effectively manage group dynamics, time, space and materials; | | | | | | | | | | | 2 | |
| 12 | To have gained familiarity with basic principles of guidance and the relevant practical applications; | | | | | | | | | | | 3 | |
| 13 | Be able to conduct and use research and document sources properly; | | | | | | | | | | | 5 | |
| 14 | Be able to apply the knowledge and skills they have gained during their four year studies at GAU to their teaching career. | | | | | | | | | | | 5 | |
| *CL (Contribution Level)*: 1.Very Low, 2.Low, 3.Moderate, 4.High, 5.Very High  *Katkı seviyesi(KS)*: 1. Çok düşük, 2. Düşük, 3. Orta, 4. Yüksek, 5. Çok yüksek | | | | | | | | | | | | | |
| **Course Contents/Ders İçeriği** | | | | | | | | | | | | |
| Week/**Hafta** | |  |  | | | | | | | Exam**s/ Sınavlar** | | |
| 1 | |  | Introduction to the course, syllabus, correctness, plagiarism, writing skills, assignments, materials, survey | | | | | | |  | | |
| 2 | |  | Background to writing | | | | | | |  | | |
| 3 | |  | Reading: finding suitable sources and developing critical approaches | | | | | | |  | | |
| 4 | |  | Avoiding plagiarism | | | | | | |  | | |
| 5 | |  | From understanding titles to planning | | | | | | |  | | |
| 6 | |  | Finding key points and note-making | | | | | | |  | | |
| 7 | |  | Paraphrasing | | | | | | |  | | |
| 8 | |  | MIDTERM | | | | | | | **Mid-term** | | |
| 9 | |  | Summarising | | | | | | |  | | |
| 10 | |  | Combining sources | | | | | | |  | | |
| 11 | |  | Organising paragraphs | | | | | | |  | | |
| 12 | |  | Introductions and conclusions | | | | | | |  | | |
| 13 | |  | Re-writing and proof-reading | | | | | | |  | | |
| 14 | |  | Formal letters and emails / Writing CVs | | | | | | |  | | |
| 15 | |  |  | | | | | | | **Final** | | |
| **Recommended Sources/Önerilen kaynaklar** | | | | | | | | | | | | |
| **Textbook/Ders kitabı:**  **Main textbook:** Bailey, S. (2003). Academic writing. Oxon: Routledge.  **Other Recommended Texts**   1. Blancard, Karen and Christian Root. 2003. Ready to Write: A first Composition Text. NewYork: Pearson Education, Inc 2. Oshima, Alice and Hogne Anne. 1982. An Introduction to Academic Writing. Massachusetts: Newsbury Hanse Publisher. 3. Wishon, George E and Julia M. Burks. 1980. Let’s Write English. Canada: Litton Educational Publishing, Inc. | | | | | | | | | | | | |
| **Assessment/Değerlendirme** | | | | | | | | | | | | |
| Attendance/Derse devam | | | | 5% |  | | | | | | | |
| Homeworks/Ödevler | | | | 20% |  | | | | | | | |
| Midterm Exam/Vize sınavı | | | | 35% |  | | | | | | | |
| Final Exam/Final sınavı | | | | 40% |  | | | | | | | |
| Total | | | | 100% |  | | | | | | | |
| **ECTS Allocated Based on the Student Workload/ Öğrenci ders yüküne göre AKTS değerleri** | | | | | | | | | | | | |
| ActivitiesEtkinlik | | | | | | | Number/Sayısı | Duration (hour)/Süresi | Total Workload(hour)/Toplam yük | | | |
| Course duration in class (including the Exam week)/Sınıf içi etkinlikler | | | | | | | 15 | 2 | 30 | | | |
| Labs and Tutorials/ Lab ve ders | | | | | | | - | - | - | | | |
| Assignments/Ödevler | | | | | | | 8 | 3 | 24 | | | |
| E-Learning Activities/E-learning activities | | | | | | | 3 | 17 | 51 | | | |
| Project/Presentation/Report Writing/Proje | | | | | | | 5 | 3 | 15 | | | |
| Quizzes | | | | | | | - | - | - | | | |
| Lab Exams | | | | | | | - | - | - | | | |
| Midterm Examination/Vize | | | | | | | 1 | 1 | 2 | | | |
| Final Examination/Final  Examination Preparation | | | | | | | 1 | 18 | 18 | | | |
| Self-Study/Bireysel çalışma | | | | | | | 20 | 2 | 40 | | | |
| Total Workload/İş yükü | | | | | | | | | 180 | | | |
| Total Workload/30 (h) | | | | | | | | | 180/30 | | | |
| ECTS Credit of the Course/AKTS değeri (ECTS) | | | | | | | | | 6 | | | |