

**In the Name of Allah**

University of Bojnord, Department of English

Advanced Writing Course Syllabus for BA Students of TEFL (2 Credits)

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**Office Hours:** After class or by Appointment

**Course Date:** February, 2018

**Class Time:** Sunday 08:00 to 10:00

**1. COURSE DESCRIPTION/OVERVIEW**

This course is an introduction to the academic writing process from start to finish in which all the key writing skills in the context of academic studies are practiced. It aims to help students become better readers of academic texts, understand the process of academic writing better, become more proficient at various types of academic writing, learn to edit their own writing, and incorporate technology into the writing process.

**2. COURSE OBJECTIVES**

This course will familiarize students with:

- A.** The writing process, from assessing sources, selecting suitable sources, reading, note-making and planning through to re-writing and proof-reading
- B.** Elements of writing, practicing skills such as making comparisons
- C.** Vocabulary for writing, dealing with areas such as nouns and adjectives, adverbs and verbs, synonyms, prefixes and prepositions, in an academic context
- D.** Writing models, illustrating case studies, reports, longer essays and other key genres

**3. REQUIRED TEXT AND INSTRUCTIONAL RESOURCES**

Bailey, S. (2015). *Academic writing for international students of business*. New York, NY: Routledge.

**4. COURSE ASSIGNMENTS/REQUIREMENTS**

Students are expected to be regular and punctual in attendance at all classes. They are to read the required texts in advance and supposed to raise their problems on the issues. The dominant class method would follow cooperative approach through class discussions. Throughout the course, students are to handle at least two presentations on a language-related issue geared to course objectives. The essential requirements could be summarized as follows:

- A. Class participation:** Prompt attendance and participation at scheduled class meetings and examination dates are expected.
- B. Individual Oral Presentation:** Each student will make at least two presentations on a given topic to the class (30 to 50 minutes).
- C. Formal examinations:** A mid-term and a final exam are required in this course.

## 5. COURSE PROCEDURES/CLASS POLICIES

Primary instructional modalities in this course are lecture and self-directed study, but a part of most class sessions will be devoted to participative learning. Active participation is the central requirement for the class. Effective participation requires preparation. It is crucial to come to class having carefully read and thought about the day's reading. To ensure a smooth flow of discussions, students are encouraged to listen with an open mind, respect the contributions of others, and avoid personal attacks. Students will often be faced with alternative viewpoints from the professor or their peers. Thus, students should be prepared to defend their own positions with empirical data, obtained from the assigned readings, and reasoned argument.

Plagiarism or academic dishonesty will have consequences from failure of the assignment or exam to failure of the entire course. Rest assured that I am an expert in tracing plagiarism using various computer programs and other resources and must and will treat all cases very seriously.

Any student missing class quizzes, examinations, or any other class work because of unexpected problems shall be given an opportunity during that semester to make up missed work. The makeup will apply to the unavoidable absence only. Making up false excuses for absences will be considered cheating and may result in a grade of 'F' for missed work. Opportunity to make-up the missed work requires prior notification of the absence and an excused absence (that is one that your instructor accepts as reasonable and legitimate). How and when the work will be made up will be determined by the instructor. Students who represent UB at any official extracurricular activity shall have the opportunity to make up assignments, but they must provide official written notification to the professor no less than one week prior to the missed class.

## 6. GRADES

Participants are assessed through formative and summative evaluation. Performance-based evaluation would also play a part of measurement process. The grade assigned for this course is based on the total points earned on all assignments and class participation. The possible points earned for each exam and for class participation are as follows:

Class Participation	20 points
Individual Oral Presentation	30 points
Midterm Exam	25 points
<u>Final Exam</u>	<u>25 points</u>
<b>TOTAL</b>	<b>100 points</b>

## 7. TENTATIVE SCHEDULE:

WEEK	TOPIC	READING(S)	SOURCE
1	Introduction		
2	Background to Writing, Critical Reading, Avoiding Plagiarism	1.1-1.3	Bailey (2015)
3	From Understanding Titles to Planning, Finding Key Points and Note-making, Summarising and Paraphrasing	1.4-1.6	Bailey (2015)
4	References and Quotations, Combining Sources, Organising Paragraphs	1.7-1.9	Bailey (2015)
5	Introductions and Conclusions, Rewriting and Proofreading, Working in Groups	1.10-1.12	Bailey (2015)
6	Argument and Discussion, Cause and Effect, Cohesion	2.1-2.3	Bailey (2015)
7	Comparisons, Definite Articles, Definitions	2.4-2.6	Bailey (2015)
8	Examples, Generalisations, Passives	2.7-2.9	Bailey (2015)
9	<b>MID-TERM EXAM</b>	<b>1.1-2.9</b>	<b>Bailey (2015)</b>
10	Problems and Solutions, Punctuation, Singular or Plural?	2.10-2.12	Bailey (2015)
11	Style, Visual Information, Approaches to Vocabulary	2.13-3.1	Bailey (2015)
12	Abbreviations, Academic Vocabulary: Nouns and Adjectives, Academic Vocabulary: Verbs and Adverbs	3.2-3.4	Bailey (2015)
13	Conjunctions, Numbers, Prefixes and Suffixes	3.5-3.7	Bailey (2015)
14	Prepositions, Synonyms, Time Markers	3.8-3.10	Bailey (2015)
15	Case Studies, Formal Letters and Emails, Literature Reviews	4.1-4.3	Bailey (2015)
16	Longer Essays, Reports, Surveys Glossary	4.4-4.6 297	Bailey (2015)
17	<b>FINAL EXAM</b>	<b>p. 173-287</b>	Bailey (2015)