

In the Name of Allah
University of Bojnord, Department of English
Letter Writing Course Syllabus for BA Students of TEFL (2 Credits)

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Office Hours: After class or by Appointment

Course Date: September, 2018

Class Time: Saturday 15:30 to 17:00

1. COURSE DESCRIPTION/OVERVIEW

This course is an introduction to letter writing so that you can take your level of skill to the next level in a relatively short time. The right letter can make all the difference. From getting the right job to closing the sale, from obtaining a scholarship to offering thanks gracefully, letters leave a lasting impression. This course covers some rules and tools for effective letter writing and helps you quickly write letters that get results.

2. COURSE OBJECTIVES

The course starts with the nuts and bolts of letter writing but doesn't stop there. It helps you learn how to:

- A. Craft attention-grabbing introductions.
- B. State your case effectively.
- C. Sway your reader's opinion.
- D. Close with a clincher.
- E. Make a lasting impression.
- F. Generate the desired response or reaction from the recipient.

3. REQUIRED TEXT AND INSTRUCTIONAL RESOURCES

Ghorbani, M. R. & Gharachollo, M. (2013). *The nuts and bolts of letter writing*. Mashhad: Sokhangostar Publications.

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. **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	10 points
Homework Assignments	15 points
First Midterm Exam	25 points
Second Midterm Exam	25 points
<u>Final Exam</u>	<u>25 points</u>
TOTAL	100 points

7. TENTATIVE SCHEDULE:

WEEK	TOPIC	READING(S)	SOURCE
1	Introduction		
2	P. 1-20		Ghorbani & Gharachollo (2013)
3	P. 21-40		Ghorbani & Gharachollo (2013)
4	P. 41- 60		Ghorbani & Gharachollo (2013)
5	P. 61-80		Ghorbani & Gharachollo (2013)
6	FIRST MID-TERM EXAM		Ghorbani & Gharachollo (2013)
7	P. 81-95		Ghorbani & Gharachollo (2013)
8	P. 96-110		Ghorbani & Gharachollo (2013)
9	P. 111-120		Ghorbani & Gharachollo (2013)
10	P.121-130		Ghorbani & Gharachollo (2013)
11	SECOND MID-TERM EXAM		Ghorbani & Gharachollo (2013)
12	P. 131-145		Ghorbani & Gharachollo (2013)
13	P. 146-160		Ghorbani & Gharachollo (2013)
14	P. 161-175		Ghorbani & Gharachollo (2013)
15	P. 176-192		Ghorbani & Gharachollo (2013)
16	Miscellaneous Letters		
17	FINAL EXAM		Ghorbani & Gharachollo (2013)