

**HACETTEPE UNIVERSITY**  
**FACULTY OF LETTERS**  
**DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE**  
**SYLLABUS**

<b>Title of the Course</b>	<b>: İED 131 (01) Writing Skills</b>
<b>Year and Term</b>	<b>: 2016-2017 Autumn</b>
<b>Class Hours, Day and Classroom</b>	<b>: Tuesday 09:00-11:50 B2/ 203</b>
<b>Office Hours</b>	<b>: Tuesday 14:00-16:00</b>

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**I. Aim and Contents:** The aim of the course is to help the students review and improve their writing skills and enable them to write paragraphs and essays on various topics. During the first week of the course, differences between written and oral composition are to be underlined and illustrated through lectures and class discussions with particular reference to Smalley and Ruetten's *Refining Composition Skills: Rhetoric and Grammar for ESL Students*. Then, different types such as narrative, descriptive, expository, comparison-contrast, process analysis, cause-and-effect and argumentative paragraphs and essays are to be introduced and illustrated through class workshops and home works. The resulting essays are to be corrected through further discussions in class both with the aim of self-correction and criticism, as well as correction of others' essays.

**II. Course Outline\*:**

**Week I (4 October):** Introduction to writing.

**Week II (11 October):** Definitions of composition, paragraph, topic, topic sentence, controlling idea, etc.

**Week III (18 October):** Support, unity, coherence. Outline.

**Week IV (25 October):** Types of Paragraph: The Narrative Paragraph. The Descriptive Paragraph.

**Week V (01 November):** The Expository Paragraph.

**Week VI (08 November):** Mid-Term I.

**Week VII (15 November):** The Essay: Introduction, development, conclusion.

**Week VIII (22 November):** The Example Essay

**Week IX (29 November):** The Comparison and Contrast Essay

**Week X (06 December):** The Process Analysis Essay

**Week XI (13 December):** In-class activity: Writing an essay.

**Week XII (20 December):** Mid-Term II.

**Week XIII (27 December):** The Cause-and-Effect Analysis Essay

**Week XIV (03 January):** The Argumentative Essay

**\*There may be changes to the Course Outline.**

**III. Coursebook:**

**Primary Text Book:** Smalley, Regina L. and Mary Ruetten. *Refining Composition Skills and Grammar for ESL Students*. Washington: Heinle and Heinle, 1995. Print.

Additional material for the exercises will be supplemented by the instructor. For further reading, students are advised to use Bilkent and Hacettepe Libraries.

**IV. Method of Instruction:** The course will be conducted through lectures, student workshops and class discussions.

**V. Requirements:** Attendance is fully required. More than 11 hours of absence will result in F1. Students should read the essays and assigned for class discussions and should do their writing assignments.

**VI. Assessment:**

<b>Class participation and assignments:</b>	<b>20%</b>
<b>Mid-Term Examinations:</b>	<b>30%</b>
<b>Final Exam:</b>	<b>50%</b>

In the grading of the exams up to 25% of the total mark will be taken off for the grammatical and writing mistakes. Also students who get less than 50/100 in the final exam will automatically fail the course no matter how high their mid-term results are.