

**Hacettepe University**  
**Faculty of Letters**  
**Department of English Language and Literature**

**SYLLABUS**

**Title of the Course:** IED 131 (02) Composition (Elective)

**Year and Term:** 2016/2017 Fall

**Class Hours and Classroom:** B8 / B03 Wednesday 09:00 – 11:50

**Office Hours:** Monday 13:30 - 16:00

**I. Aim and Contents:** The aim of this course is to help students review and improve their writing skills and enable them to write paragraphs and essays on a range of topics. During the first weeks of the course, the writing process will be explored and illustrated through lectures, class activities, demonstrations and discussions of student writing. 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 discussions, work-shops 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 :** (5 Oct.) General Introduction to “the writing process:” definitions of composition, paragraph, topic, topic sentence, controlling idea, thesis statement, etc. Formal e-mail, CVs, job application letter.

**Week II :** (12 Oct.) Process Writing: brainstorming, outline, support, unity, coherence. Abbreviations, summary, paraphrase and avoiding plagiarism.

**Week III :** (19 Oct.) Grammar Review, Punctuation, References and Quotations.  
Types of Writing: Reports, Case Studies and Literary Reviews.

**Week IV :** (26 Oct.) Types of Paragraph: The Narrative, Descriptive and Expository Paragraphs, Examples

**Week V :** (2 Nov.) The Essay: Introduction, Development, Conclusion.

**Week VI :** (9 Nov.) The Essay: Introduction, Development, Conclusion

**Week VII :** (16 Nov.) **MIDTERM I**

**Week VIII :** (23 Nov.) The Sample Essay, the Comparison and Contrast Essay

**Week IX :** (30 Nov.) The Comparison and Contrast Essay, the Process Analysis Essay

**Week X :** (7 Dec.) The Process Analysis Essay, the Cause-and-Effect Analysis Essay

**Week XI : (14 Dec.) MIDTERM II****Week XII : (21 Dec.)** The Cause-and-Effect Analysis Essay, the Argumentative Essay**Week XIII:** (28 Dec.) The Argumentative Essay, Final Touches to an Essay: Editing, checking, revisions.**Week XIV:** (4 Jan.) Reading and Writing Responses to Reading, Revision**Week XV: FINAL EXAM** (the exact date to be announced)

\*There may be changes to the course outline.

**III. Textbooks:****Primary Sources:**Bailey, Stephan. *Academic Writing: A Handbook for International Students*. 2nd ed. New York: Routledge, 2006. Print.Smalley, Regina L and Mary Ruetten. *Refining Composition Skills and Grammar for ESL Students*. Washington: Heinle and Heinle, 1995. Print.Zemach, Dorothy E. and Lisa A. Rumisek. *College Writing: From Paragraph to Essay*. Macmillan, 2003. Print.**Secondary Sources:**Acze, Richard. *How to Write an Essay*. Stuttgart: Klett, 1998. Print.Brown, Kristine and Susan Hood. *Writing Matters: Writing Skills and Strategies for Students of English*. Cambridge: Cambridge UP, 1989. Print.Peterson, Patricia Wilcox. *Writing Skills Practice for Students of English as a Foreign Language*. Washington: English Language Program Division, 1986. Print.

\*For further reading, you may refer to Hacettepe, Bilkent, and ODTU Libraries.

**IV. Method of Instruction:** The course will be conducted through lecturing, class discussion, workshops, individual and group work.**V. Requirements:**

Students should follow the syllabus and come to the class having done the given assignments. Since participation has an impact on student's final grade, it is of great importance. Each student is expected to write a final formal essay (argumentative, comparative, up to the student's choice regarding the type of the final essay, **7-10 pages**) and will be responsible for conducting her/his own research project. **Writing the final essay and an in-class exam** will be evaluated as the final exam and marks below 50 in the final exam will be regarded as failure.

**VI. Attendance:** Attendance is compulsory. More than 11 (eleven) hours of absence will result in F1. Punctual attendance is required at every class meeting.

**VII. Assessment:** There will two mid-terms, one final essay (argumentative, comparative, up to the student's choice regarding the type of the final essay; 7-10 pages including Works-Cited page), and one final exam. In the grading of the examination papers and final essay, up to 25% of the total mark will be taken off for grammatical and writing mistakes. The assessment will be made on the following basis:

|   |     |
|---|-----|
| Mid-Terms (I-II)                                | 30% |
| Mini Essays, Paragraphs, Quizzes, In-class Work | 10% |
| Participation, Oral Presentation                | 10% |
| Final Exam and Final Essay                      | 50% |

#### **VIII. Electronic Resources Recommended:**

- <http://www.sjsu.edu/people/jennie.luna/courses/MAS10B/s0/rules%20formal%20essay.pdf>
- <http://www.ucd.ie/t4cms/SPIRe%20Guidelines%20for%20Essay%20Writing%202012-13.pdf>
- <http://www.csu.edu.au/division/studserv/my-studies/learning/pdfs/essay.pdf>
- <http://www.aall.org.au/sites/default/files/documents/essayWritingVisualGuide.pdf>
- <http://web.anglia.ac.uk/anet/students/documents/2010/helpful-guide-to-essay-writing.pdf>
- <http://www.langara.bc.ca/departments/history-latin-political-science/pdf/academic-essay-guidelines.pdf>
- <http://www.ou.edu/hcwc/paragraph%20construction%20handout.pdf>
- [http://www.irsc.edu/uploadedFiles/Students/AcademicSupportCenter/WritingLab/E5-Argumentative-\(Persuasive\)-Essay.pdf](http://www.irsc.edu/uploadedFiles/Students/AcademicSupportCenter/WritingLab/E5-Argumentative-(Persuasive)-Essay.pdf)
- <http://www.mrshatzi.com/files/persuasive.pdf>
- [http://www.marthabianco.com/WR90/Last\\_Packet.pdf](http://www.marthabianco.com/WR90/Last_Packet.pdf)
- <http://www.nclor.org/nclorprod/file/e3476e91-6740-d289-c98d-fce107874ddb/1/157685521X.pdf>
- <http://www.theory.org.uk/david/essaywriting.pdf>

**IX. Plagiarism and Cheating:** This will be referred to the Chair and result in a straight F3. *Turnitin* will be effectively made use of in order to check plagiarism in the essays written, and students are expected to load all their essays online. Once you miss the deadline to submit the assignments online, it is not possible to re-activate the system; therefore, you should pay attention to the deadlines. Further details are to be provided.

\* “What is written without effort, in general is read without pleasure.”

**Samuel Johnson**