

Hacettepe University
 Faculty of Letters
 Department of English Language and Literature

SYLLABUS

Title of the Course: IED 131 (01-02) Composition (Elective)

Instructor:

Year and Term: 2014/2015 Fall

Class Hours and Classroom: 01- B2 / 203 Thursday 13:00 - 15:50
 02--B8 / B03 Wednesday 09:00 – 11:50

Office Hours:

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 various topics. During the first weeks of the course, differences between written and oral composition are to be underlined and illustrated through lectures and class discussions. 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 final 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 : Introduction to “the writing process:” definitions of composition, paragraph, topic, topic sentence, controlling idea, thesis statement, etc.

Week II : Support, Unity, Coherence, Outline, CVs, Formal E-mail
 Writing, Abbreviations

Week III : The Narrative, Descriptive and Expository Paragraphs, Examples

Week IV : The Narrative, Descriptive and Expository Paragraphs, Examples

Week V : The Essay: Introduction, development, conclusion

Week VI : **MIDTERM I** (the exact date to be announced)

Week VII : The Essay: Introduction, development, conclusion

Week VIII : The Sample Essay, the Comparison and Contrast Essay

Week IX : The Comparison and Contrast Essay, the Process Analysis Essay

Week X : The Process Analysis Essay, The Cause-and-Effect Analysis Essay

Week XI : **MIDTERM II** (the exact date to be announced)

Week XII : The Cause-and-Effect Analysis Essay, the Argumentative Essay

Week XIII: The Argumentative Essay, Final Touches to an Essay: Editing, checking, revisions

Week XIV: Essay Assignments Submission Deadline, Make-up / Revision, Oral Presentations

Week XV: **Final Exam**

*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.

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, 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 be two mid-terms, one final essay (argumentative, comparative, 7-10 pages including Works-Cited page), and one final exam. Class work, assignments and research tasks will be also marked. 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%
Paragraphs, Mini Essays, Quizzes, In-class Work, Participation,	14%
Final Exam	6%
Final Essay, Oral Presentations	25%
	25%

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.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.

* “And by the way, everything in life is writable about if you have the outgoing guts to do it, and the imagination to improvise. The worst enemy to creativity is self-doubt.”
Sylvia Plath, *The Unabridged Journals of Sylvia Plath*

*“Read, read, read. Read everything -- trash, classics, good and bad, and see how they do it. Just like a carpenter who works as an apprentice and studies the master. Read! You'll absorb it. Then write. If it's good, you'll find out. If it's not, throw it out of the window.”
William Faulkner