


NEAR EAST UNIVERSITY – COMMON COURSES COORDINATION UNIT							
 Department of Common Courses Coordination Unit Course Information Sheet & Course Outline 2021-2022 FALL Semester							
Course Code	Course Name	Credit		ECTS			
ENG 202	Academic Writing Skills	3		3			
Pre-requisite: ENG 201							
Language: English		Course Type: Compulsory		Year: Second Year		Semester: Spring	
Weekly Hours Tuesday 11.00-12.50	Class Hours	Laboratory	Practicum	Learning Sessions			
				PS	C	R	T
	2	0	0	0	1	1	1
Course Lecturer/Coordinator: Funda Aşardağ							
E-mail address: funda.asardag@neu.edu.tr							
Learning Outcomes	After the completion of this course, the student will be able to <ul style="list-style-type: none"> • write a paragraph with a topic sentence, supporting and concluding sentence. • produce a coherent and unified paragraph with adequate support and detail • write a well organized paragraph with an effective introduction and conclusion. • produce appropriate vocabulary and use a variety of accurate sentence structures . • distinguish main idea from supporting details. • distinguish facts from opinions. • write different types of paragraphs including descriptive, narrative, process, logical division of ideas and opinion paragraphs. • summarize information given in a text. • Write CVs and application letters 						
Course Description	The course starts by focusing on the basic components of paragraph writing- topic sentence, supporting sentences, concluding sentence unity and coherence. It then develops into paragraph writing emphasizing descriptive, narrative, process, logical division of ideas, opinion paragraphs, summarizing and writing CVs and application letters. The course also aims to develop students' critical thinking and organizational skills while teaching different pieces of writing.						
Course Objectives	The course aims to develop students' academic writing skills. It also aims to develop the students 'organizational skills so when they finish this course, they will be able to write a well organized paragraph.						
Textbooks and/or References	1	Materials compiled by Faculty English Programme Unit					
	2	Course Videos					
		https://www.youtube.com/results?search_query=topic+sentence+in+a+paragraph					
		https://youtu.be/aDlJbq6tg10 https://youtu.be/j104XC8JF4s					
		https://www.youtube.com/results?search_query=concluding+sentences+for+paragraphs					
		https://youtu.be/bXOiS0Yq_Qg					
		https://youtu.be/vZXn0TbJrlw					
		https://youtu.be/oWt7Wig6vB8					
		https://youtu.be/32R30EYIW-U					
		https://youtu.be/95lX8lm03pl					
		https://www.youtube.com/results?search_query=writing+opinion+paragraphs					
		https://www.youtube.com/results?search_query=summarizing+a+paragraph					
		https://www.youtube.com/results?search_query=Writing+Curriculum+Vitae					
	https://www.youtube.com/results?search_query=business+letters+samples						
Course Content	<ul style="list-style-type: none"> - Introduction to the course - Topic sentences - Supporting sentences - Concluding sentences - Unity & coherence - Descriptive paragraphs - Narrative paragraphs - Process paragraphs - Logical division of ideas - Opinion Paragraphs - Summarising - Curriculum vitae - Application letters 						
Methods and	Skill based course. Brainstorming, Question/Answer, Ordering sentences, Paragraph completion, Analysis of paragraphs, Paragraph						

Techniques Used in the Course		writing techniques			
WEEKLY OUTLINE					
Week	Date	Topic	Activities	Reference	
1	20 –25 Sept	Introduction to the Course			
2	27 Sept – 1 Oct	Topic Sentence	- Identifying the topic and the controlling idea -Identifying and writing topic Sentences	https://www.youtube.com/results?search_query=topic+sentence+in+a+paragraph	
3	4 – 8 Oct	Supporting sentences	- Writing supporting sentences - Giving supporting details using examples - Identifying supporting details	https://youtu.be/aDJbq6tg10 https://youtu.be/j104XC8JF4s	
4	11 – 15 Oct	Concluding sentences	-Different ways of concluding a paragraph: paraphrasing, summarizing the main points, giving a final suggestion or prediction - Concluding signals -Writing concluding sentences	https://www.youtube.com/results?search_query=concluding+sentences+for+paragraphs	
5	18 – 22 Oct	Unity and coherence	-Identifying the irrelevant details -Use of sentence connectors and coordinating conjunctions in terms of coherence -Noun-pronoun consistency in a Paragraph	https://youtu.be/bXOiS0Yq_Qg	
6	25 – 29 Oct	Descriptive paragraphs	-Space order in descriptive Paragraphs	https://youtu.be/vZXn0TbJrlw	
7	1 – 5 Nov	Narrative paragraphs	-Time order signals in narrative paragraphs -Arranging sentences in time order	https://youtu.be/oWt7Wig6vB8	
8	8 – 13 Nov	Process paragraphs	-Time order in process paragraphs -Arranging sentences in time order in process paragraphs	https://youtu.be/32R30EYIW-U	
9	15 – 19 Nov	MIDTERM EXAMS			
10	22 – 26 Nov	Logical division of ideas	-Grouping ideas according to reasons, kinds, styles, advantages, disadvantages or qualities and discussing each one separately	https://youtu.be/95IX8lm03pl	
11	29 Nov – 3 Dec	Opinion paragraphs	-Difference between opinion and fact -Opinion signals -Outlining an opinion paragraph	https://www.youtube.com/results?search_query=writing+opinion+paragraphs	
12	6 – 10 Dec	Summarising	-Tips on writing a successful summary	https://www.youtube.com/results?search_query=summarizing+a+paragraph	
13	13 – 17 Dec	Business Documents Curriculum Vitae	- What is a curriculum vitae? - Tips on writing an effective CV - Examining different CV samples	https://www.youtube.com/results?search_query=Writing+Curriculum+Vitae	
14	20 – 24 Dec	Business Documents Business Letters	-Layout of a letter of application -Examining different samples	https://www.youtube.com/results?search_query=business+letters+samples	
15	27 – 30 Dec	Revision	-A general revision of the topics covered		
16	03 – 12 Jan	FINAL EXAMS			
Attendance: Minimum 70 %					
Assessment Breakdown	Type		%	Reference/ Source	Relevant Competencies
	1	Final Exam	40	Mentioned above	Mentioned above
	2	Midterm Exam	40	Mentioned above	Mentioned above
	3	Writing Assignment	10	Mentioned above	Mentioned above
	4	Attendance& CP	10	Mentioned above	Mentioned above
	5	Passing grade	50/100		
Learning Program					

Educational Tool	Amount	Student Work Load(Hours)	Educational Tool	Amount	Student Work Load(Hours)
Weekly Assignments	13	13*3=39 hours	Preparing for MT Exam	1	10 hours (~1.5hours/lesson)
Preparation for Weekly Assignments	13	13*45min=~10 hours	Midterm Exam	1	1*1= 1 hour
Writing Assignment	1	1*2=2	Final Exam	1	1*1=1 hour
Preparation for Writing Assignment	1	1*2=2	Final Exam Preparation	1	20 hours(~1.5hours/lesson)
			Total	85	
		Recommended ECTS Credit (Total Hours / 30):	85/30 = ~ 3		