


NEAR EAST UNIVERSITY – COMMON COURSES COORDINATION UNIT							
 Faculty English Programme Course Information Sheet & Course Outline FALL 2021-2022							
Course Code ING 202	Course Name Academic Writing Skills			Credit 3	ECTS 3		
Pre-requisite: -ING 101 AND ING 102/ING201							
Language: ENGLISH		Course Type: COMPULSORY		Year: Two		Semester: Fall	
Weekly Hours Friday 11.00-12.30	Class Hours	Laboratory	Practicum	Learning Sessions			
	3	0	0	PS 0	C 1	R 1	T 1
Course Instructor: Aydin Beyzade							
Email: aydin.beyzade@neu.edu.tr							
Learning Outcomes	After the completion of this course, the student will be able to <ul style="list-style-type: none"> ▶ write their personal details (name, surname, marital status, job, country, phone number, foreign language, qualifications, address, email) in the information forms. ▶ make sentences by using the simple sentence structure. ▶ make sentences by using the linking words- and/ but/ because/so. ▶ learn the required rules that have to be obeyed during the paragraph writing. ▶ write the topic sentence in the paragraph avoiding the unnecessary details. ▶ write the supporting sentences in the way that they do not spoil the paragraph unity. ▶ summarize the topic in the concluding sentence. ▶ make plans for the writing paragraph. ▶ write a biography, a CV, an email and formal letter. 						
Course Description	ING 202 course is a course designed for the students in the Turkish departments to bring in the writing skills that would be necessary in their academic life. During the course, the students will learn how to make sentences at the basic level, combine the different events with different linking words, and explain them in a paragraph. The expressions that the students will make will not include complex language structures or interpretations, and they will study at the basic level in the areas of writing a biography, story, CV, formal email, filling in a form and narrate the events in a paragraph.						
Course Objectives	<ul style="list-style-type: none"> ▶ To teach the students to write their personal details in the information form. ▶ To teach the students to make a sentence using a simple sentence structure and linking words. ▶ To enable the students to write a paragraph by making plans about the paragraph (Introduction / Body/ Conclusion). ▶ To teach the students how to write a biography, CV, email and formal letter. 						
Textbooks and/or References	1	Materials compiled by Faculty of English Programme Unit					
	2	https://youtu.be/hQ1OwYu4GsY?t=9					
	3	https://youtu.be/DPQsoc3jZvc?t=11					
	4	https://youtu.be/DPQsoc3jZvc?t=11					
	5	https://youtu.be/1Z1Q8fAOclw?t=45					
	6	1. https://youtu.be/EEkVH9Z4dIU?t=18 2. https://youtu.be/odmjqkDC_RY?t=58					
	7	1. https://youtu.be/E97GlX_iPx0?t=50 2. https://youtu.be/uE74-8YAV9E?t=17					
	8	1. https://youtu.be/4lunyknxyTU?t=71 2. https://youtu.be/HrT7dTcAGAQ?t=51 3. https://youtu.be/0TaBOUwk_YU?t=31					
	9	https://www.youtube.com/watch?v=fnz4G8B9Hmc					
Course Content	1-Filling in a form- Name/Surname, date of birth/age, marital status, nationality, passport or identity card number, address, email address, telephone number, occupation, qualifications, languages 2- Sentence writing- What is a sentence ?/Subjects & verbs /End-of-sentence punctuation/Basic sentence pattern with the verb 'to be'/ Sentence formation 3-Sentence writing- Joining sentences using and/but 4-Sentence writing- Joining sentences using because/so 5- Paragraph writing- What is a paragraph? 6-Paragraph writing- Limiting the topic 7- Paragraph writing- supporting sentences/ unity 8- Paragraph writing- concluding sentences 9- Paragraph writing- outlining/ writing a complete paragraph 10-Outlining 11- Writing a biography 12-CV Writing 13-Writing a formal e mail/ formal letter						
Methods and Techniques Used in the Course	Discussions, Paragraph writing techniques, Creative writing techniques, Analysis of Paragraphs						
WEEKLY OUTLINE							
Week	Date	Topic		Activities		Reference	
1	20 – 24 Eylül 2021			Introduction to Classes			
2	27 Eylül-1 Ekim 2021	Filling in a form		-Name/Surname, date of birth/age, marital		Compiled booklet	

			status, nationality, passport or identity card number, occupation, qualifications, languages.... -Guided and free exercises	
3	4-8 Ekim 2021	Sentence writing	What is a sentence? -Subjects and verbs -End-of-sentence punctuation -Basic sentence pattern with the verb "to be" -Sentence formation	Compiled booklet
4	11-15 Ekim 2021	Sentence writing	Joining sentences using and/but (more exercises by the lecturer if needed)	Compiled booklet
5	18-22 Ekim 2021	Sentence writing	-Joining sentences using because/so (more exercises by the lecturer if needed) Practice: Sentences produced by students	Compiled booklet
6	25-29 Ekim 2021	Paragraph writing	-What is a paragraph? -Topicsentenceandtitles	Compiled booklet
7	1-5 Kasım 2021	Paragraph writing	-Limitingthetopic -Topicsentenceandtitles	Compiled booklet
8	8-13 Kasım 2021		MID-TERM EXAMS	
9	15-19 Kasım 2021	Paragraph writing	-Supportingsentences -Paragraphunity	Compiled booklet
10	22-26 Kasım 2021	Paragraph writing	-Supportingsentences -Paragraphunity	Compiled booklet
11	29 Kasım-3 Aralık 2021	Paragraph writing	-Concluding sentences	Compiled booklet
12	6-10 Aralık 2021	Paragraph writing	-Outlining -Writing a complete paragraph(first and final drafts) (Use the writing criteria given)	Compiled booklet
13	13-17 Aralık 2021	Writing a biography	-What information to include in a biography -Sample biographies -Writing a biography/Simple past tense(optional if needed)	Compiled booklet
14	20-24 Aralık 2021	CV Writing	-Information about an effective CV -What information to include in a CV Personal details(name/surname, place of birth, nationality, address,phone number, marital status) -Employment history -Education -Interests -Sample CVs -Writing a CV	Compiled booklet
15	27-31 Aaralık	Writing a formal email/formal letter	-Applying for a job -Sample formal emails -Tips for writing a formal email -Writing an email to apply for a job -Sample formal letters(job application letter) -Phrases and expressions used in a letter -Writing a letter of application	Compiled booklet
16	3-13 Ocak 2022	FINAL EXAM		

Attendance: Minimum 70 %

Assessment Breakdown	Type		%	Reference/ Source	Relevant Competencies
	1	2			
	1	Attendance	10	Mentioned above	Mentioned above
	2	Weekly Assignments	30	Mentioned above	Mentioned above
	3	Writing Assignment (Writing topic sentences, supporting sentences, concluding sentences)	20	Mentioned above	Mentioned above
	4	Final Exam	40	Mentioned above	Mentioned above

Learning Program					
Educational Tool	Amount	Student Work Load(Hours)	Educational Tool	Amount	Student Work Load(Hours)
Weekly Assignments	15	15*1=15	Worksheets	10	10*1=10
Preparing for Weekly Assignments	15	15*1=15	Final Exam	1	1*1=1
Writing Assignments	2	2*3=6	Final Exam Preparation	1	1*25=25
Preparing for Writing Assignments	2	2*3=6			
			Total	78	
		Recommended ECTS Credit (Total Hours / 30):	78/30 = ~ 3		

Değerlendirme (Assessment) Yüzdellik (Percentage) (%)Tarih (Dates)

1	DerseKatılım (Attendance & Class Participation)	10%	
2	KısasınavseçmeliI(Quiz I)	15%	06 th NOVEMBER 2021
3	Kısasınavyazılı II (Quiz II)	15%	04 th December 2021
4	KısasınavyazılıIII(Quiz III)	15%	18 th December 2021
5	Yazmaödevi (Project)	10%	24 th December 2021
6	Final Sınavı (Final Exam) (SEB)	35%	28 th January 2021 SAAT 18:00