**American International University- Bangladesh (AIUB)**

**Department of English, Faculty of Arts and Social Sciences**

**Bachelor of Arts in English**

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| **Course Title**: English Writing Skills & Communications |
| **Course code**: ENG 1202 |
| **Pre-requisite**: English Reading Skills & Public Speaking |
| **General/ Major course**: General (Core) |
| **Course Description**: |
| This course aims to improve students’ academic writing skills by giving students extensive practice in inventing substantial content and expressing it using effective language. Different units in the module guide students through each stage of the process of academic essay writing: from brainstorming ideas, finding suitable sources, making notes from the sources, planning and structuring an essay, writing a draft using paraphrasing and referencing, integrating data and finally editing and proofreading using an appropriate academic style. The course will also develop students’ English skills more generally and so help them interact more effectively in English in the wider world. |
| **Course Learning Outcomes**: Upon completion of the course, students will be able to:  **Cognitive** (Knowledge): |
| 1. Understand the rudiments of the process approach to writing and create well- structured, coherent academic essay |
| 1. Understand the key features of academic style. |
| 1. Analyze and evaluate different sources and paraphrase information and ideas from those sources. |
| 1. Compare or contrast, express cause and effect relationships, argue and propose solutions to problems in writing using appropriate language. |
| **Psychomotor** (Skills): |
| 1. Effectively execute all the different stages involved in the writing process--planning, composing, editing, and revising. |
| 2. Integrate suitable supporting evidence from a wide range of sources in their writing. |
| 3. Analyze and interpret different types of data and graphics and integrate them in texts to support and elucidate their ideas. |
| **Affective** (Attitude, Behavior): |
| 1. Perceive the value of academic ethics and the importance of avoiding plagiarism. |
| 1. Weigh different alternatives and decide the appropriate information, language, and style for performing in any academic writing task. |
| 1. Justify their ideas or opinions and convince the readers. |
| 1. Adhere to the key features of accurate, impersonal, and objective style of writing whenever producing a written text for academic purposes. |
| Duration: 1 Semester (4 Months), Class hour: 1.5 hours, Total number of classes: 24 |
| Credit Hour: 3 |

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| **Unit no.** | **Name of the Unit** | **Chapters/Readings covered in the Unit** |
| 1 | Gathering Ideas and Developing Focus | Unit 1, Chowdhury et al. (2017) |
| 2 | Using Sources, Data and Graphics; Taking Notes | Unit 2, Chowdhury et al. (2017) |
| 3 | Organizing Ideas; Writing an Introduction | Unit 3, Chowdhury et al. (2017) |
| 4 | Linking Ideas; Writing a Conclusion | Unit 4, Chowdhury et al. (2017) |
| 5 | Referencing: Paraphrasing and Summarizing | Unit 5, Chowdhury et al. (2017) |
| 6 | Academic Style | Unit 7, Chowdhury et al. (2017) |
| 7 | Types of Writing: Comparison and Contrast | Unit 9, Chowdhury et al. (2017) |
| 8 | Cause and Effect | Unit 10, Chowdhury et al. (2017) |
| 9 | Argument and problem – solving | Unit 11, Chowdhury et al. (2017) |
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**Course Policies**

**Class Attendance**: Students must attend at least 80% of classes to pass the course. Students are expected to come to class having completed the readings assigned for each lecture to qualify participation marks.

**Class Participation**: Students will get mark for their timely attendance. Participation marks will be assigned based on a student’s active participation during the class, such as responding to questions asked by the instructor, raising discussion questions, contributing to discussion and active learning activities.

**Use of Electronic Devices**: The use of mobile phones, laptops and similar devices in the classroom is a distraction from teaching purpose, and thus is not permitted unless the class requires it.

**Student Counselling**: Office hour is listed on the door of the faculty room. Alternatively, students may also try to arrange an appointment via email for a time. Students are expected to check their VUES accounts regularly.

**Assignment Submission Policy:** All submission should contain a cover page with providing the following information a) course code and name, b) name of the instructor, c) type of assignment, d) name of the student(s) e) student ID, f) date. Unless pre-approved, all submissions should be made in print. Written assignments handed in late without prior notification and valid excuse will be penalized.

**Academic Integrity**: The consequences of cheating, plagiarism, and other forms of academic dishonesty are serious.

**Assessment Tasks and Grades**

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| i. | Term Exam | 40% |
| ii. | Quizzes | 20% |
| iii. | Assignments | 20% |
| iv. | Attendance | 10% |
| v. | Class Participation and Performance | 10% |
|  | Total | 100% |

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| **Text Books:**  Chowdhury, Q.H., Rahman, A.R.M.M., & Kamal, M.A. (2017*). English for Academic Purposes 2 Essay and Report Writing. Dhaka*: University Grants Commission of Bangladesh. |
| **Reference Book/ Materials:** Handouts distributed by course teacher. |