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**COURSE SYLLABUS**

COURSE TITLE: Essay Writing

COURSE CODE: Eng 312

Instructor: Dr Hameed Ahmed Khallaf

Website: http:// Email: h.khallaf@mu.edu.sa

Office no. --------------------------- Phone no. --------------------------------------

Office location: College/ Institute: College of Science and Humanities in Rumah

**A. COURSE DESCRIPTION**

The course is concerned with helping students to improve their writing skills through writing longer and substantial essays of several paragraphs about different topics.

**B. METHOD OF INSTRUCTION**

Lecture, class discussion, small group discussion and demonstration

**C. COURSE OBJECTIVES**

1- Write longer and substantial essays of several paragraphs.

2- Apply two types of essay writing, mainly the classification and process – analysis essays.

3- Apply new methods of development used in the aforementioned types of essay writing.

4- Use correct grammar: tenses, modifiers, rules of punctuation, relative pronouns, and prepositions.

 5- Produce essays free of dangling modifiers, run-on sentences, incorrect antecedents, and sentence fragments.

**D. COURSE LENGTH**

**2 hours per week**.

**E. TOPICS/UNITS AND DATES**

|  |  |  |
| --- | --- | --- |
| **Week number** | **Lectures Topic** | **Remarks**  |
| Week1 | Orientation week |
| Week2 | Introduction to Essay Writing  |
| Week3 | Chapter 1: Getting ready to write |  |
| Week4 | Spring vacation |  |
| Week5 | Chapter 2: Writing Paragraphs |  |
| Week6 | Chapter 3: Revising and Editing |  |
| Week7 | Chapter 4: Writing Essays |  |
| Week8 | **First Midterm Exam** |
|  |
| Week9 | Chapter 5: Process essays |  |
| Week10 | Chapter 5: Process essays |  |
| Week11 | Chapter 6: Division and Classification of Essays |  |
| Week12 | Chapter 7: Cause and Effect Essays |  |
| Week13 | Chapter 8: Comparison and Contrast Essays |  |
| Week14 | Chapter 9:Problem –solution Essays |  |
| Week15 | **Second Midterm Exam**  |  |
| Week16 | Review week |
| Week 17 | Final examination starts |
| Week18 | Final examination ends |

**F. TEXTBOOK(S) AND REQUIRED TOOLS OR SUPPLIES**

**1- List Required Textbooks:**

1- Ready to Write 3: From Paragraph to Essay, Karen Blanchard and Christine Root, Longman, 2009, Third Edition

**2- List Electronic Materials:**

- www.wikipedia. com

**G. GRADING POLICY & PLAN**

1. No make-up exam without official excuses with 7 days.

2. Weighting of course components:

|  |  |
| --- | --- |
| **Evaluation Tools** | **Points** |
| First Midterm Exam | 20% |
| Attendance and Participation | 20% |
| Second Midterm Exam | 20% |
| Final Exam | 40% |
| **TOTAL** | **100%** |

|  |  |  |
| --- | --- | --- |
| **Class Points** | **Grade** | **Weight**  |
| 95 – 100  | A+ | 5 |
| 90 –< 95 | A | 4.75 |
| 85 – <90 | B+ | 4.50 |
| 80 – <85 | B | 4.00 |
| 75 –< 80 | C+ | 3.50 |
| 70 – <75 | C | 3.00 |
| 65 – <70 | D+ | 2.50 |
| 60 – <65 | D | 2.00 |
|  <60  | F | 1.00 |

**H. COURSE COMPONANT SPECIFICS & INSTRUCTIONS**

Procedures pertaining to course components:

1- Arriving 10 minutes late to the lecture will be considered absent.

2- Students failing to submit assignments on time will be given a second chance one week later; then, no assignment will be accepted.