



PARAGRAPH and COMPOSITION WRITING 2

Course information

Credits: 2

Course level: Freshmen – second semester

Course prerequisite: Paragraph and Composition Writing 1

Required course book:

Folse, K. S., Clabeaux. D., & Solomon, E. V. *Great Writing 3 – From Great Paragraphs to Great Essays*. 3rd ed. Oxford: OUP.

Course Objectives:

This course is to guide and assist students in writing paragraphs and essays. Students will be helped to review paragraph writing and obtain fundamental knowledge of essay writing including the structure of the essay, vocabulary and grammar.

In this course, students increase proficiency in the writing skills necessary for basic personal, academic, and professional communication. Students use process writing techniques to write paragraphs and simple essays, and gain mastery in the use of the structures of the language. This course carries institutional credits required towards the achievement of a four-year degree in International Relation.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Write correct simple, compound and complex sentences.
2. Use pre-writing techniques (e.g., brainstorming, outlining, mapping) to generate and organize ideas.

3. Write a short, well-organized essay with the thesis statement, topic sentence of each body paragraph, support in each body paragraph, and conclusion in several rhetorical modes such as writing about the present, the past and the future.

4. Revise the essay for content and organization.

5. Edit for vocabulary and sentence structure.

Learning Assessment

Detail of assessment is described as the table below:

Items	Assessment Tasks	Weighting	Total Marks	Due Date/Time
1	<u>Midterm</u>	30%	3.0	Session 7
2	Final Exam [REDACTED]	70%	7.0	Term end

Students are expected to take the exam at the scheduled time. Make-up exams are given to only students with proof of illness or other emergencies.

Course Guidelines & Policies:

- Attendance** is required. Because this is a class that builds one skill upon another and which is enriched by interaction, any student who misses more than two (2) classes during the semester will fail the class. Absences due to medical or dental appointments, family problems, or car trouble are acceptable once during the course. If you miss a class due to illness or emergency, you should email me to learn about the lesson or work that you missed. **You are responsible for completing all of the in-class and homework assignments you missed.**
- Tardiness** (being late to class) is disruptive and disrespectful to the entire class. Come to class on time and be prepared to engage in class discussions and activities. If you are

more than 10 minutes late to class, you will be marked tardy, and three tardies equal one absence. If you are more than 10 minutes late, you will be marked absent for that session. If you leave class more than 10 minutes early, you will also be counted absent. If you leave ten minutes or less before the normal end of class, you will be marked tardy. No make-up assignments will be given to those who missed them due to tardiness or absence. In addition to being counted absent, students who are habitually late (ten minutes or over more than three times) will receive a zero for class participation for the entire semester.

3. Format of homework paper is ***not*** optional. The format for homework paper must be strictly followed. The instructor possibly denies accepting students' papers which are not in correct format.
4. **Assignments:** You are required to complete all assignments as they are designed to help you improve your skills.
5. **Make-up Exams:** There are no make-up assignments. If you miss an assignment, you will receive a zero unless you can document an illness or emergency. There are no make-up exams except in documented emergency cases. Please talk to me in advance of, or immediately after, your absence. You should send me an e-mail if you know you will miss an assignment. Final Timed Writing make ups are NOT allowed. You MUST complete all Final Timed Writings at the designated date and time.
6. **Electronic devices:** Electronic devices: Please silence all mobile devices during class time. You may use them at any time during normal instruction to access dictionaries and/or take notes (but not during tests and quizzes). Please remember that your use should be limited to tasks directly related to class work (no texting, Facebooking, etc.). **Please do not make/receive phone calls, send/receive text messages in class.** If you have an emergency, please ask the permission to do that outside the classroom.

Course schedule*

Week	Date	Day 1: Tuesday	Date	Day 2: Thursday
1	9/6	Unit 1: Introduction to Paragraphs	11/6	Unit 2: Five elements of good writing
2	16/6	Unit 3: Types of Paragraphs	18/6	Practice: Writing types of paragraphs
3	23/6	Unit 4: Descriptive Essays	25/6	Practice: Writing a descriptive essay

4	30/6	Unit 5: Comparison Essays	2/7	Practice: Writing a comparison essay
5	7/7	Unit 6: Cause-Effect Essays	9/7	Practice: Writing a cause-effect essay Midterm test (Descriptive and Comparison Essays)
6	14/7	Unit 7: Classification Essays	16/7	Practice: Writing a classification essay
FINAL TEST (Cause-effect and Classification essays)				

**This syllabus is subject to change due to the real conditions of the class. The instructor reserves the rights to edit the syllabus when needed. Modifications will be announced to the class directly or via email prior to the application of those changes.*