

Identification	Subject (code, title, credits)	AZLL 102 Introduction to Writing 3KU/6ECTS
	Department	English Language and Literature
	Program (undergraduate, graduate)	Undergraduate
	Term	Fall, 2021
	Instructor	Narmin Rzayeva
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	Phone:	(+994 51) 4677701
	Classroom/hours	4
	Office hours	as scheduled
Prerequisites		
Language	English	
Compulsory/Elective	Compulsory	
Required textbooks and course materials	<ol style="list-style-type: none"> 1. How to teach writing, Jeremy Harmer, Pearson Education, 2013 2. Sentence writing, Dorothy E, Zemach, Macmillan Education, 2008 	
Course outline	<p>This course aims to help students write clear, grammatically accurate and well-organized academic English. A major focus of the course will be on the language used to express the main communicative functions used at all levels of academic discourse (e.g. defining, comparing, describing cause and effect). In addition, some sessions will cover certain common features of academic texts (style, conventions, phraseological patterns). Examples of different types of text and the language used in them will be examined and discussed, and students will have a chance to practise a series of writing tasks, both individually, and, where possible, collaboratively, in groups.</p>	
Course objectives	<p>To demonstrate an understanding of;</p> <ol style="list-style-type: none"> 1. How to participate fully in class; 2. A variety of language and prose writing for various audiences and purposes; 3. Organization and development of effective compositions; 4. Critical thinking through reading and writing 	
Learning outcomes	<p>By the end of the course, students will be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate and apply knowledge of basic essay structure, including introduction, body and conclusion; 2. Employ the various stages of writing process, including peer-writing, writing and re-writing; 	

	3. Write concise sentences; 4. Employ quotation, paraphrase and summary; 5. Improve academic and idiomatic vocabulary.		
Teaching methods	Brainstorming topics to write about		
	Creating a plan for writing		
	Orally rehearsing sentences and then writing them down		
	Re-reading and editing writing		
Evaluation	Methods	Date/deadlines	Percentage (%)
	Midterm Exam		30
	Quizzes (2)	Before/ after midterm	18
	Activity/ participation		10
	Writing project	After midterm	7
	Final exam		35
	Total		100
Policy	<p>COURSE POLICIES</p> <p>* Attendance (Lateness): It is important absences can be detrimental to one's grade due to the number of class activities (presentations, and class participation) and complexity of the subject. In case the students is late for more than 10 minutes after the beginnings of lessons, he/she will be marked as absent.</p> <p>* Missed exams or assignments: A notification should be given in advance if the student is unable to attend the scheduled presentation or test. Full class participation and completion of assigned homework are necessary.</p> <p>* Academic Dishonesty: Any plagiarism while studying will be severely penalized (by a non-pass for the course). Reference should be given to the sources used in the work. However, any research paper consisting of references and citations only, without further analysis by the student, will not be acceptable either. Cheating during the tests will be penalized likewise.</p> <p>* In class regulations: With exception of plain drinking water, no food or beverages (including chewing gums) are allowed during the classes. Students are not allowed to use their mobile phones for</p>		

	<p>making phone calls, texting and surfing internet (unless the instructor has given specific assignment).</p> <p>* Teacher evaluation: In the end of the course (possibly even twice during the whole semester) the students will be requested to evaluate their teacher's work and encouraged to take it seriously as their evaluation can help with further developments in the given subject.</p>
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Tentative Schedule

Week	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1	Week 1	<p>Writing as a process</p> <p>Why learn to write? How people write. Writing and speaking</p> <p>Implications for learning and teaching</p>	Jeremy Harmer, How to teach Writing
2	Week 2	<p>Describing written text</p> <p>Different purposes, different writing. Differences within a genre. Text construction.</p> <p>Cohesion. Coherence. Register</p>	Jeremy Harmer, How to teach Writing
3	Week 3	<p>Writing in the language classroom</p> <p>Writing for learning. Writing for writing.</p> <p>The tasks of the teacher in writing</p>	Jeremy Harmer, How to teach Writing
4	Week 4	<p>Nuts and bolts</p> <p>The mechanics of writing. The handwriting challenge. Teaching handwriting.</p> <p>The spelling challenge</p>	Jeremy Harmer, How to teach Writing
5	Week 5	<p>Teaching spelling. Teaching punctuation. Copying.</p>	Jeremy Harmer, How to teach Writing

		Sentence, paragraph and text	
6	Week 6	Building the writing habit Building confidence and enthusiasm. Instant writing.	Jeremy Harmer, How to teach Writing
7	Week 7	Collaborative writing. Writing to each other. What to do with 'habit-building writing'	Jeremy Harmer, How to teach Writing
8	Week 8	Revision Midterm Exam	
9	Week 9	'Worked-on' writing Process and genre. Generating ideas. Analyzing genres. Making a plan.	Jeremy Harmer, How to teach Writing
10	Week 10	Examples of 'worked-on' writing sequences. Project work	Jeremy Harmer, How to teach Writing
11	Week 11	Responding, correcting, and guiding Ways of reacting to students' writing Ways of correcting students' work	Jeremy Harmer, How to teach Writing
12	Week 12	Ways of responding to students' work.	Jeremy Harmer, How to teach Writing

		Peer review	
13	Week 13	Training students to self-edit and self-correct Making homework successful	Jeremy Harmer, How to teach Writing
14	Week 14	Journal writing A different kind of writing Journal writing benefits	Jeremy Harmer, How to teach Writing
15	Week 15	Before, during and after writing Teacher journals	Jeremy Harmer, How to teach Writing
16	Week 16	Revision Final Exam	
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