

Identification	Subject(code, title, credits)	ENGL 335 Academic Writing 3KU/6ECTS	
	Department	English Language and Literature	
	Program(undergraduate ,graduate)	Undergraduate	
	Term	Spring 2023	
	Instructor	Sayyara Guliyeva	
	E-mail:	sayyarakuliyeva@yahoo.com	
	Classroom/hours	4	
	Office hours	as scheduled	
Prerequisites	English Composition, Essay writing		
Language	English		
Compulsory/ Elective	Compulsory		
Required textbooks and course materials	1. Lin Lougheed. Business Correspondence. A Guide to Everyday Writing 2. Jason David. Rhonda Liss. Effective Academic Writing 3. Oxford Press		
Course outline	Academic writing is a traditional type of competence, which is relevant in a new sense in the context of the rapid development of information processes, international exchanges, and academic relations, and is widespread in the world, educational and scientific spheres. Academic writing is characterized by a formal style of presentation that involves the use of academic vocabulary, focus on topic and problem, expression of opinion, precise choice of words, and elegant style. Abbreviations, colloquial vocabulary is not allowed to use.		
Course objectives	<ul style="list-style-type: none">• Acquaint students with different kinds of academic writing pieces• Teach students to express their thoughts appropriately• Teach students to use various types of sentences		
Learning outcomes	In completion of this course, the student will be able to: <ul style="list-style-type: none">• Write scientific articles and summarize them• Write motivational and recommendation letters• Write a CV and cover letter• Use paraphrasing• Write a book review		
Teaching methods	Predicting the meaning of a text		+
	Determining the purpose of a text		+
	Using strategies to improve understanding of the text		+
	Reading aloud and monitoring		+
Evaluation	Methods	Date/deadlines	Percentage(%)
	Midterm Exam	April	30
	Quiz 1	Till the midterm exam	10
	Quiz 2	Till the final exam	
	Presentation	Till the final exam	5
	Writing Project	Till the final exam	10
	Activity	Till the final exam	5
	Participation	Till the final exam	5
	Final Exam	June	35

	Total		100
Policy/Assessment	<p>Course policies</p> <ul style="list-style-type: none"> • Students are expected to attend all elements of their courses unless they are sick or have permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 25%. • Field project data cannot be accepted late. • Assignments or deadlines that are missed for travel, illness, or unexpected obligations may be made up by advance arrangement with the instructor. • Plagiarism is a serious academic offense that will result in your failing the course. • Learning notes by heart and repeating the information word by word in the exam is a type of plagiarism. <p>Assessment</p> <p>Class participation and activity. This course cannot be successful without your regular participation. You are expected and highly encouraged to ask questions, make comments, or disagree with what your fellow students or instructor is saying. Following these rules, you can get 5 points max. for activity and 5 points max. for participation.</p> <p>Presentation: Each student is assigned independent project work which they have to present in the class. The presentation should cover the knowledge on the topic chosen by the instructor. For presentation you can get 5 points (max.).</p> <p>Quizzes You will write 2 tests during the semester (1 before, and 1 after midterm exam; each – 10 points). In case you succeed, you can get 10 points (maximal) for each grammar test</p> <p>Writing Project(Book review) During the semester, you will give one book review on topic book by the student himself. The project will be at least 10 pages on printed A4 sheets (Times New Roman 12). For presentation/ project you can get 10 points (maximal). All above mentioned make 30 points maximal. The rest 65 points you can get at midterm and final exams. (30/35 points)</p>		

Tentative Schedule			
Week	Date/Day (tentative)	Topics	Textbook/Assignments/Reading
1	Week 1	Stylistic issues and audience consideration. Writing a cover letter Replying to a job Applicant	Lin Lougheed. Business Correspondence. A Guide to Everyday Writing
2	Week 2	Paraphrasing the sentences Writing summaries for the short stories	Jason David. Rhonda Liss. Effective Academic Writing 3. Oxford Press
3	Week 3	Requesting a Service	Lin Lougheed. Business Correspondence.

		Confirming a service	A Guide to Everyday Writing
4	Week 4	Syntax norm and sentence structure issues in Academic writing	Jason David. Rhonda Liss. Effective Academic Writing 3. Oxford Press
5	Week 5	Quiz 1	Lin Lougheed. Business Correspondence. A Guide to Everyday Writing
		Writing recommendation letters	
		Writing a motivational letter	
6	Week 6	Ordering supplies Confirming an order	Lin Lougheed. Business Correspondence. A Guide to Everyday Writing
7	Week 7	Writing a book review Writing reminder letters	Jason David. Rhonda Liss. Effective Academic Writing 3. Oxford Press
8	Week 8	Midterm exam	
9	Week 9	Writing a scientific article Summary of the article	Handouts
10	Week 10	Writing personal business letters	Lin Lougheed. Business Correspondence. A Guide to Everyday Writing
11	Week 11	Writing a coursework	Handouts
12	Week 12	Writing a CV(resume)	Handouts
13	Week 13	QUIZ 2 Learning creating a presentation in PowerPoint	PPT
14	Week 14	Writing projects	
15	Week 15	Students' presentations	
16		Final Exam	

