

Identification	Subject(code, title, credits)	AZLL 102 Introduction to Writing 3KU/6ECTS	
	Department	English Language and Literature	
	Program(undergraduate, graduate)	Undergraduate	
	Term	Fall, 2023	
	Instructor	Sona Rasulova	
	E-mail:	Sona.Rasulova@khazar.org	
	Phone:	(+994 51) 440 42 24	
	Classroom/hours	4	
	Office hours	as scheduled	
Prerequisites	ESL		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Longman Academic Writing Series 1: Sentences to Paragraphs, Second Edition, Linda Butler, 2014 Longman Academic Writing Series 2: Paragraphs, Third Edition, Ann Hogue, 2014 Additional material; Sentence and Paragraph Writing, Basic Skill to Improve Writing, 2019		
Course outline	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.		
Course objectives	To demonstrate an understanding of; 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	By the end of the course, students will be able to: 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	November	30
	Quizzes (2)	Before/ after midterm	20
	Activity		5

	Participation		5
	Writing project Paragraphs		5
	Final exam		35
	Total		100
Policy/Assesment	<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 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>		
Tentative Schedule			
Week	Topics	Textbook	
Week 1	<p>Chapter 1</p> <p>Introducing Yourself</p> <p>Chapter 1</p> <p>Capitalization</p> <p>Chapter 1</p> <p>Describing people</p>	<p>Longman Academic Writing Series 1: Sentences to Paragraphs</p> <p>Sentence and Paragraph Writing, Basic Skill to Improve Writing</p> <p>Longman Academic Writing Series 2: Paragraphs</p>	
Week 2	<p>Chapter 1</p> <p>Introducing Yourself</p> <p>Chapter 2</p> <p>Basic Punctuation</p> <p>Chapter 1</p> <p>Describing people</p>	<p>Longman Academic Writing Series 1: Sentences to Paragraphs</p> <p>Sentence and Paragraph Writing, Basic Skill to Improve Writing</p> <p>Longman Academic Writing Series 2: Paragraphs</p>	

Week 3	Chapter 2 Everyday Routines Chapter 3 Using Article Chapter 2 Listing-Order Paragraphs	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 4	Chapter 2 Everyday Routines Chapter 4 Simple Sentences Chapter 2 Listing-Order Paragraphs	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 5	Chapter 3 Every Picture Tells a Story Chapter 5 Sentence Structures Chapter 3 Giving Instructions	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 6	Chapter 3 Every Picture Tells a Story Chapter 6 Paragraphs – Topic Sentence Quiz Chapter 3 Giving Instructions	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 7	Revision	
Week 8	Midterm exam	
Week 9	Chapter 4 A Good Day Chapter 7 Paragraphs – Supporting Sentences Chapter 4 Describing with Space Order	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 10	Chapter 4 A Good Day Chapter 8 Paragraphs – Concluding Sentence Chapter 4 Describing with Space Order	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs

Week 11	Chapter 5 Your Hometown Chapter 9 Writing About the Present Chapter 5 Stating Reason and Using Examples	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 12	Chapter 5 Your Hometown Chapter 10 Writing in the Present Progressive Tense Chapter 5 Stating Reason and Using Examples	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 13	Chapter 6 On the Job Chapter 11 Writing About the Past Chapter 6 Expressing Your Opinion	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 14	Chapter 6 On the Job Chapter 12 Writing About the Future Chapter 6 Expressing Your Opinion	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing Longman Academic Writing Series 2: Paragraphs
Week 15	Chapter 7 Remembering an Important Event Chapter 13 Adjectives Quiz	Longman Academic Writing Series 1: Sentences to Paragraphs Sentence and Paragraph Writing, Basic Skill to Improve Writing
Week 16	Final Exam	