

Identification	Subject(code, title, credits)	AZLL 102 Introduction to Writing 3KU/6ECTS	
	Department	English Language and Literature	
	Program(undergraduate, graduate)	Undergraduate	
	Term	Fall, 2024	
	Instructor	Parvin Karimova	
	E-mail:	Pkerimova@khazar.org	
	Phone:	(+994 55) 726 60 28	
	Classroom/hours	4	
Office hours	as scheduled		
Prerequisites	ESL		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<ul style="list-style-type: none"> • 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 materials; • Sentence and Paragraph Writing, Basic Skill to Improve Writing, 2019 		
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	20
	Activity		5
	Participation		5
	Writing project Paragraphs		5
	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 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	Topics	Textbook
Week 1	<p>Chapter 1 Introducing Yourself</p> <p>Chapter 1 Capitalization</p> <p>Chapter 1 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 Introducing Yourself</p> <p>Chapter 2</p>	<p>Longman Academic Writing Series 1: Sentences to Paragraphs</p> <p>Sentence and Paragraph Writing, Basic Skill to</p>

	<p>Basic Punctuation</p> <p>Chapter 1</p> <p>Describing people</p>	<p>Improve Writing</p> <p>Longman Academic Writing Series 2: Paragraphs</p>
Week 3	<p>Chapter 2</p> <p>Everyday Routines</p> <p>Chapter 3</p> <p>Using Article</p> <p>Chapter 2</p> <p>Listing-Order Paragraphs</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 4	<p>Chapter 2</p> <p>Everyday Routines</p> <p>Chapter 4</p> <p>Simple Sentences</p> <p>Chapter 2</p> <p>Listing-Order Paragraphs</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 5	<p>Chapter 3</p> <p>Every Picture Tells a Story</p> <p>Chapter 5</p> <p>Sentence Structures</p> <p>Chapter 3</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>

	Giving Instructions	
Week 6	<p>Chapter 3 Every Picture Tells a Story</p> <p>Chapter 6 Paragraphs – Topic Sentence</p> <p>Quiz</p> <p>Chapter 3 Giving Instructions</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 7	Revision	
Week 8	Midterm exam	
Week 9	<p>Chapter 4 A Good Day</p> <p>Chapter 7 Paragraphs – Supporting Sentences</p> <p>Chapter 4 Describing with Space Order</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 10	<p>Chapter 4 A Good Day</p> <p>Chapter 8</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:</p>

	<p>Paragraphs – Concluding Sentence</p> <p>Chapter 4</p> <p>Describing with Space Order</p>	<p>Paragraphs</p>
Week 11	<p>Chapter 5</p> <p>Your Hometown</p> <p>Chapter 9</p> <p>Writing About the Present</p> <p>Chapter 5</p> <p>Stating Reason and Using Examples</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 12	<p>Chapter 5</p> <p>Your Hometown</p> <p>Chapter 10</p> <p>Writing in the Present Progressive Tense</p> <p>Chapter 5</p> <p>Stating Reason and Using Examples</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 13	<p>Chapter 6</p> <p>On the Job</p> <p>Chapter 11</p> <p>Writing About the Past</p> <p>Chapter 6</p> <p>Expressing Your Opinion</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 14	<p>Chapter 6</p> <p>On the Job</p> <p>Chapter 12</p> <p>Writing About the Future</p>	<p>Longman Academic Writing Series 1: Sentences to Paragraphs</p> <p>Sentence and Paragraph Writing, Basic Skill to</p>

	Chapter 6 Expressing Your Opinion	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	