

Identification	Subject(code title,credits)	ENGL 335 Academic Writing
	Department	English Language and Literature
	Program (undergraduate)	Undergraduate
	Term	Fall, 2024/25
	Instructor	Leyla Salayeva
	E-mail:	leila.salayeva@yahoo.com
	Phone:	
	Classroom/hours	
Prerequisites	Essay writing	
Language	English	
Compulsory/ Elective	Compulsory	
Required textbooks and course materials	<ol style="list-style-type: none"> 1. Oshima A., Hogue A. (2014). <i>Longman Academic Writing Series: Writing Academic English</i>. New York: Pearson Education, Inc. 2. Bailey S. (2014) <i>Academic Writing: A Handbook for International Students</i> (3rd ed.) London: Routledge 3. Graff G., Birkenstein C. (2010) <i>They Say I Say – The Moves that Matter in Academic Writing</i>. New York; London :W. W. Norton & Company 4. McCarthy M., O’dell A.F. (2016) <i>Academic Vocabulary in Use</i> (2nd ed.) Cambridge University Press 	
Course outline	<p>In the modern era, the advancement of scientific information is crucial, necessitating strong communication skills in academic and professional contexts. To support these objectives, the course offers a comprehensive introduction to academic writing, covering essential topics such as prewriting techniques, paragraph structure, essay composition, paraphrasing, editing and proofreading.</p>	
Course objectives	<ul style="list-style-type: none"> - Learn about various prewriting techniques such as brainstorming, mind mapping and listing - Develop cohesive and coherent paragraphs - Learn about different types of essays (process, compare/contrast, cause/effect) - Learn about paraphrasing strategies - Build vocabulary for writing academic essays and research 	
Learning outcomes	<p>After finishing the course, the students will be able to:</p> <ul style="list-style-type: none"> - Write effective paragraphs using prewriting techniques - Develop effective topic sentences and supporting details - Write a well-structured and coherent essays - Paraphrase academic texts using different paraphrasing strategies - Edit and proofread academic texts 	
Teaching methods	Instructor’s presentations	
	Writing Prompts and Exercises	
	Reflective journals (encourage students keeping reflective journals)	
	Group works, peer reviews, collaborative editing	

	Methods	Date/deadlines	Percentage (%)
Evaluation	Midterm Exam		30
	Participation		10
	Writing Tasks		15
	Activity (Group works, peer reviews, collaborative editing)		10
	Reflective journals		5
	Final exam		35
	Total		100
Assessment, Evaluation and Expectations from the Students	<p>Students are expected to:</p> <ul style="list-style-type: none"> - Attend classes. - Take part in discussions and group work activities. - Submit all assignments, including reflective journals, writing prompts and essays by the deadlines. - Consistently write and submit reflective journals. 		
Policy	<p>Classroom Expectations:</p> <ul style="list-style-type: none"> - Students should notify the instructor or the Dean’s office in advance if they do not attend the classes for valid reasons. Additional absences beyond your limit will affect your final grade. - All assignments must be submitted on time. Late submissions will result in deduction of 1 point from your total grade. - Students have one chance to resubmit the assignments. Resubmissions will result in deduction of 1 point from your total grade. - Students are expected take the midterm and final exams on the scheduled dates. <p>Academic Integrity: Plagiarism will result in failing grade for the course.</p>		

Week Number	Assigned Reading or Activity for the Week	Reading Source Used
1	Prewriting techniques Brainstorming (free writing, mind mapping, listing) Outlining (structuring ideas) Drafting, Revising	<i>Academic Writing: A Handbook for International Students. Writing Academic English</i>
2	Organizing your ideas Titles Thesis statements. Drafting clear thesis statements. Introductons Basic Paragraph Structure	<i>Academic Writing: A Handbook for International Students. Writing Academic English</i>
3	Organizing your ideas Transitions Cohesion and coherence Conclusions	<i>Academic Writing: A Handbook for International Students. Writing Academic English</i>
4	Vocabulary building for academic writing Collocations Academic word lists. Formal vs informal vocabulary Word families and derivations Synonyms and Antonyms. Connotation and denotation	<i>They Say I Say – The Moves that Matter in Academic Writing. Academic Vocabulary in Use</i>
5	Sentence Structure Types of sentences. Simple, compound, complex and compound-complex sentences Active and Passive voice	<i>Academic Writing: A Handbook for International Students. Writing Academic English</i>
6	Process Essays. Chronological order Thesis statements for a process essay	<i>Writing Academic English</i>
7	Mid-term Exam	
8	Cause / Effect Essays Block and chain organization Crafting thesis statements for opinion essays	<i>Writing Academic English</i>
9	Comparison / Contrast essays Comparison structures (Point by point organization) Forms of comparison Using superlatives	<i>Writing Academic English</i>
10	Argumentative essays Crafting thesis statements for argumentative essays	<i>Writing Academic English</i>
11	Opinion Essays Crafting thesis statements for opinion essays Persuasive language for opinion essays	<i>Writing Academic English</i>
12	Paraphrase and summary Elements of effective paraphrasing Techniques for paraphrasing Stages of summarising	<i>Writing Academic English</i>
13	Punctuation Basic punctuation marks (periods, commas, question, exclamation marks) Advanced punctuation marks (semicolon, colon, quotation mark, parentheses)	<i>Academic Writing: A Handbook for International Students.</i>
14	Rewriting and proofreading Rewriting Proofreading	<i>Writing Academic English</i>

	Confusing pairs	
15	Formal letters Letters and formal emails Writing CVs. The contents of a CV	<i>Academic Writing: A Handbook for International Students.</i>
16	Final exam	