

Identification	Subject(code, title, credits)	ENGL 335 Academic Writing 3KU/6ECTS	
	Department	English Language and Literature	
	Program(undergraduate, graduate)	Undergraduate	
	Term	Fall 2024/25	
	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	<ol style="list-style-type: none"> 1. Lin Lougheed. Business Correspondence. A Guide to Everyday Writing 2. Jason David. Rhonda Liss. Effective Academic Writing 3. Oxford Press 		
Course outline	<p>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.</p>		
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	<p>In completion of this course, the student will be able to:</p> <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/Assesment	<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	1) Stylistic issues and audience consideration. Unit 1 The Five-Paragraph Essay	Jason David. Rhonda Liss. Effective Academic Writing 3
		2) Unit 1. Writing a Cover letter	Lin Lougheed. Business Correspondence.

2	Week 2	1) Unit 1 The Five-Paragraph Essay Paraphrasing the sentences 2)Unit 2.Replying to a job Applicant	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
3	Week 3	1) Unit 1 The Five-Paragraph Essay Paraphrasing the sentences 2) Unit 3. Requesting a Service	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
4	Week 4	1) Unit 1 The Five-Paragraph Essay Paraphrasing the sentences 2) Unit 4. Confirming a service	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
5	Week 5	1) QUIZ 1 2) Unit 2. Process Analysis Essay Paraphrasing the sentences	Jason David. Rhonda Liss. Effective Academic Writing 3
6	Week 6	1) Unit 2. Process Analysis Essay Stimulating the ideas 2) Unit 2. Process Analysis Essay Developing your ideas	Jason David. Rhonda Liss. Effective Academic Writing 3
7	Week 7	1) Unit 2. Process Analysis Essay Paraphrasing the sentences 2) Unit 2. Process Analysis Essay Listing your ideas	Jason David. Rhonda Liss. Effective Academic Writing 3
8	Week 8	Midterm exam	
9	Week 9	1) Unit 3. Cause and Effect Essays Summarizing the essay 2) Unit 5. Ordering supplies Unit 6. Confirming an Order	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence

10	Week 10	1) 1) Unit 3. Cause and Effect Essays Summarizing the essay 2) Unit 7. Requesting Information Unit 8. Providing Information	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
11	Week 11	1) Unit 4. Argumentative Essay Writing a correct thesis statement 2) Unit 9. Writing Claim Letters Unit 10. Writing Adjustment Letters	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
12	Week 12	1) Unit 4. Argumentative Essay Organizing the structure 2) Unit 11. Writing Reminder Letters Unit 12. Replying to Reminder Letters	Jason David. Rhonda Liss. Effective Academic Writing 3 Lin Lougheed. Business Correspondence
13	Week 13	1) QUIZ 2 2) Unit 13 and 14 . Writing Employee and Customer Relationships Letters Unit 15. Writing Personal Business Letters	Lin Lougheed. Business Correspondence
14	Week 14	Students' writing projects	Till Quiz 2
15	Week 15	Students' presentations	
16		Final Exam	

Writing project and presentation topics

1. How to paraphrase a sentence
2. How to summarize an essay (an article)
3. How to write a book review
4. How to write a film review
5. How to write a research paper
6. How to write a scientific article (thesis)
7. How to write a recommendation letter
8. How to write a motivational letter
9. How to write a resume (CV)
10. How to write a course work (a writing project)
11. How to write a formal email
12. How to write a newspaper article
13. How to write a critical review on the article

