







الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي جامعة صنعاء كلية اللغات وحدة ضمان الجودة

Course Specification of Academic Writing Skills

I.	I. Course Identification and General Information:									
1	Course Title:	Aca	Academic Writing Skills							
2	Course Number & Code:						DR 33			
				C.I	H		T 4 1			
3	Credit hours:	The	oretical	Practical	Training	Seminar	Total			
			3				3			
4	Study level/ semester at which			Level	II, Semeste	er I				
4	this course is offered:									
5	Pre -requisite (if any):			DI	R 13; DR 23					
6	Co –requisite (if any):				DR 34					
7	Program (s) in which the course			BA	Translation					
	is offered:									
8	Language of teaching the course:				English					
9	Location of teaching the course:		Fac		_	rsity Campus				
10	Prepared by:			Lecturer: A	bdul-Hakim	Homadi				
11	Date of approval:									
II.	. Course description:									
This co	ourse is intended to help non-native Er	nglish	language	learners to d	levelop confi	idence in essa	y writing.			
It also	aims to enable students develop criti-	cal th	inking an	d gain confi	dence in pre	senting their	ideas and			
_	ve competence in academic writing sk			• •						
essays	that will lead to success in their col	lege s	-			-				
						e pre-requisit	e courses.			
III.	Θ				rse:					
	(A) Knowledge									
Al	ignment Course Intended Learning Outcomes (CI		Program Inderstanding.	tended Learning	g Outcomes (PIL	Os) in: Knowled	ge and			
Progr	ram Intended Learning Outcomes				. 0 .	(CII O	\ •			
	(Sub- PILOs) in:	Course Intended Learning Outcomes (CILOs) in:								
K	Knowledge and Understanding	Knowledge and Understanding								
After c	completing this program, students	Aft	ter partic	ipating in tl	he course, st	udents will b	e able to:			
	will be able to:		ı							
A3-	Demonstrate an awareness of the	a1-	Identify			an essay (int				
	basic structure, levels and			supportin	g body parag	graph/s and co	onclusion.			
	discourse functions of the English									
	language and in the ways in which words and sentences are related to									
	each other and how they combine									
	to create texts of different types.									
		/letho	ods For A	Chieving I	earning O	utcomes:				
	Teaching and Assessment Methods For Achieving Learning Outcomes:									

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Al	lignment Learning Outcomes of Kno			nderstanding to	Teaching and Assessment
		ethods			
Cou	rse Intended Learning Outcomes (CILOs) in Knowledge and	atno		nching methods to be	Methods of assessment
	Understanding	stra		nethous to be ised	Methods of assessment
After	participating in the course, students	■ 0	ctures/		Home assignments
	will be able to:			al and pair work	Class writing
a1-	Identify the basic structure of an			scussions	Final exam
	essay (introduction- supporting		ass repo		· ········
	body paragraph/s and conclusion.				
					(B) Intellectual Skills:
Ali	ignment Course Intended Learning Outcomes (CII				
_	ram Intended Learning Outcomes ub- PILOs) in Intellectual skills		Course		ing Outcomes (CILOs) of tual Skills
After o	completing this program, students will be able to:	Afte	er parti	icipating in the c	course, students will be able to:
B2-	Abstract and synthesize complex	b1-	Summ	arize relevant info	ormation from a variety of
	information from a variety of texts			mic sources.	,
	and reflect critically on some of the				
	dominant theories and topics in the				
	various fields of English language				
	and literature.	\bigsqcup_{-}			
	Teaching and Assessment N				
Alig	nment Learning Outcomes of Intelle	ctual S			ods and Assessment Methods:
	rrse Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used			Methods of assessment
	After participating in the course,	■ Le	ctures/		Home assignments
	students will be able to:	■ In	dividua	al and pair work	Class writing
b1-	Summarize relevant information	■ G	roup di	scussions	■ Final exam
	from a variety of academic sources.	• Cla	ass repo	ort	
					sional and Practical Skills:
	nent Course Intended Learning Outcomes (CILOs)		am Inten Skills		
	rogram Intended Learning Outcomes (S PILOs) in Professional and Practical Ski				Learning Outcomes (CILOs) in nal and Practical Skills
After o	completing this program, students will l	e able to:		participating in	the course, students will be able to:
C2-	Make appropriate linguistic choice	es in	_	Use formal acad	demic style in writing by
		iences,			al and idiomatic expressions.

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	Apply a range of conceptual tools and communication skills in handling language-based tasks in appropriate contexts, including the ability to present sustained and persuasive written and oral arguments cogently and coherently.	c2-	Select a real-life issue and propose a solution by giving strong reasons.
C5	Successfully apply strategies to interpret, analyze and critically examine diverse forms of discourse including literary, journalistic, historical and other non-literary texts.	c3-	Analyze examples of academic essays by looking at the different types of essays, and develop essay unity and coherence by connecting sentences logically not only within a paragraph but also within paragraphs in an essay. Compose well-developed timed essays of different types.
	Tanahing and Aggagement Mathada Fe	-	

Teaching and Assessment Methods For Achieving Learning Outcomes:

Alignment Learning Outcomes of Professional and Practical Skills to Teaching and Assessment **Methods:**

	e Intended Learning Outcomes (CILOs) n Professional and Practical Skills	Teaching strategies/methods to be used	Methods of assessment		
	participating in the course, students will be able to:	Lectures/Individual and pairwork	Home assignmentsClass writingFinal exam		
c1-	Use formal academic style in writing by avoiding informal and idiomatic expressions.	Group discussionsClass reports			
c2	Select a real-life issue and propose a solution by giving strong reasons.	 Lectures/ Individual and pair work Group discussions Class reports 	Home assignmentsClass writingFinal exam		
с3	Analyze examples of academic essays by looking at the different types of essays, and develop essay unity and coherence by connecting sentences logically not only within a paragraph but also within	 Lectures/ Individual and pair work Group discussions Class reports 	Home assignmentsClass writingFinal exam		

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	-							
c4	paragraphs i	n an essay.						
	Compose we	ell-developed tir Types.	med essays					
					(D) Gener	al / Tra	ansferabl	e Skills:
Alignm	nent Course Intende	d Learning Outcome	es (CILOs) to Pro	ogram skil	Intended Learning Outcomes (Pils	PILOs) in:	General and T	ransferable
Pr	ogram Intende	ed Learning Ou	itcomes	(Course Intended Learni	ng Outc	omes (CIL	Os) in
(PI	(LOs) in Gener	al / Transferab	ole skills		General / Tra	nsferabl	e skills	
After	completing th	1 0 /	udents will able to:	Afte	r participating in the c	ourse, s	tudents wi	ll be able to:
D6-	fluer acad	nmunicate effect of the state of the state of the state of the emic, profess of settings.	in different	d1 d2	I			
	<u> </u>	7 A	4 3 6 41 1	Б	A 1 ' T '	<u> </u>		problem.
					Achieving Learning			
Al	lignment Learı	ning Outcomes	of General a Metho		Transferable skills to Te	eaching a	and Assess	ment
	ourse Intended Os) in Genera			str	Teaching strategies/methods to be used Methods of assessment			essment
A	fter participati		se, students be able to:	•	 Lectures/ Individual and pair work Home assignments Class writing Final exam 			ents
d1- d2	2	ase and present about a controversessay to people	ersial issue.		Group discussions Class reports			
(local authority) suggesting changes needed or proposing solutions to a problem.			ing changes olutions to a					
IV	. Course	Content:						
					1 –	Course	Topics/It	ems:
	a – Theore	tical Aspect					- F-25, 24	-
		CILOs			Sub-topic List		Number	Contact
No.	Topic List / Units	(symbols)			Sub-topic List		of weeks	hours

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	From paragraph to short essay	c3, c4, d1	writing/Review of paragraph structure; Part 2: Unity and Coherence/ reading paragraphs for unity and coherence; Part 3: From paragraph to short essay/ comparing a paragraph to an essay/ looking at example paragraph/ essay; Editing students' work					
2	Unit 2 Descriptive Essays	a3, b2, c2, c3, c4, d1	text; one in text; one in text; one in text; one in text one in text one in text one in text one in text; one in text; one in text one in	imulating ide model essay ng); Part 2; acture; Brain rocabulary g students' id	3	9		
3	Unit 3 Narrative Essays	a3, b2, c2, c3, c4, d1	pictures; A ideas relate influence narrative Writing:	mulating id Authentic text ed to an eve on a person essay; A Another n	2	6		
30	Unit 4 Opinion Essays	a3, b2, c2, c3, c4, d1	an	nd Outlining;	ss; Part 2 : Brainstorn Part 3: Developing i g; Part 5 : Putting i together; Class wri	deas t all	3	9
35	Unit 5 Comparison and Contrast Essays	a3, b2, c2, c3, c4, d1	an	nd Outlining;	as; Part 2 : Brainstorn Part 3: Developing i g; Part 5 : Putting i together; Class wr	deas t all	2	6
35	Unit 6 Cause and Effect Essays	a3, b2, c2, c3, c4, d1	Part 1: Stimulating ideas; Part 2: Brainstorming and Outlining; Part 3: Developing ideas Part 4: Editing writing; Part 5: Putting it all together; Class writing			2	6	
	Numbe	er of Weeks /an	d Units Per	Semester	6 Units	ninc	14wks	42
	Order Training Tasks CILOs (symbols) of					Nı	Aspect: imber weeks	Contact hours
1	1 NA Number of Weeks /and Units Per Semester							

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1	V. Teaching strateg	ies of the cours	e:					
	ectures/; Individual and pair			ss reports				
	у стана стана при	,	,		3-Assessment Methods:			
■ H	ome assignments; Class writi	ng ; Final exam						
		_	or Stud	lents Durin	g the Semester:			
No.	Assessment Method	Week Due	Due Mark of Final Learning Assessment Outcomes (CILOS			Mark of Final		Aligned Course Learning Outcomes (CILOs symbols)
1	Home Assignments	Unit 1/3/and 5	30	30%	a3,b2,c1,c3,c4, d1			
2	Class Writing	Wk 2, 4, 6	30	30%	a3,b2,c2,c4,c2, d2			
3	Final Exam	End of term (week16)	40	40%	a3,b2,c1,c3,c4, d2			
	Total		100	100%				
VI	I. Students' Suppo	ort:						
	Office Hours/w	veek		Other Pro	ocedures (if any)			
VII	I. Learning Resour	ce (MLA style	or APA	A style)s:				
1	- Required Textbook(s) (,				
	1	· · · · · · · · · · · · · · · · · · ·	emic Wri	ting 2 – Oxford	University Press2.Oshima, A &			
	Hogue	, A. (2007) Introduct	tion to Ac	ademic writing,	3r edition -Pearson Education			
2	- Recommended Reading	s and Reference Ma	aterials					
	Pearson Education				Paragraphs and Essays, 2^{nd} editiviting, 4^{th} edition- Cengage Lea			
	- Essential References	ng 11 Together 3. Co	mnecung	Redaing and W	rtting, 4 Edition-Cengage Lea			
Т	Lissential References							
4	- Electronic Materials and	d Web Sites etc.						
					https://owl.excelsior.edu			
				<u>. Eng</u> l	lish.purdue.edu/owl/https://owl			
5	- Other Learning Materia	d:						
	-							
	IX. Course	Policies: (Based	l on the	e Uniform S	tudents' Bylaw (2007))			
1	Class Attendance is ma				Class Attendance: I shall be banned from taking exceeds 25% of total classes.			
2		uic Illia	ı caili II	ms/ner ausence	Tardiness:			
	A student will be considered	dered late if he/she i	s not in cl	lass after 10 mii	nutes of the start time of class.			
3					am Attendance/Punctuality:			
	No student shall be allowed	to the exam hall after	er 30 min		t time, and shall not leave the			

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	hall before half of the exam time has passed.
4	Assignments & Projects:
	Assignments and projects must be submitted on time. Students who delay their assignments or projects
	shall lose the allocated mark.
5	Cheating:
	Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes
	place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation:
	Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam,
	assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies:
	The University official regulations in force will be strictly observed and students shall comply with all
	rules and regulations of the examination set by the Department, Faculty and University Administration.

		شرافية:	اللجنة الإن
التوقيع	الصفة الوظيفية	الأسم	م
	نائب العميد للدراسات العليا	د/ عباس مطهر	•
	نائب عميد مركز التطوير وضمان الجودة	أ.م.د/ أحمد مجاهد	۲
	نائب رئيس الجامعة للشئون الأكاديمية	أ.د/ إبراهيم المطاع	٣

عمید مرکز التطویر أ.م.د/ هدی العماد عميد الكلية د/ محمد الناصر

نائب العميد لشؤون الجودة أ.م.د/ عبدالحميد الشجاع رئيس القسم أ.م.د/ عدنان الشعيبي









وزارة التعليم العالى والبحث العلمي كلبة اللغات وحدة ضمان الجودة

Course Plan of Academic Writing Skills

I. I	Information about Faculty Member Responsible for the Course:										
	Name of Faculty Member				Office	Hours					
	Location & Telephone No.	SAT	SUN	MON	TUE	WED	THU				
	E-mail										
II. (I. Course Identification and General Information:										
1-	- Course Title: Academic Writing Sk										
2-	Course Number & Code:							DR 33			
					(C.H		Total			
3-	C	red	lit hours:	Th.	Seminar	Pr.	F. Tr.	Total			
				3	-	-		3			
4-	Study level/year at which this cours	se i	s offered:	Semester I / Level II							
5-	Pre -requi	isit	e (if any):		DR 13; DR 23						
6-	Co -requi	isit	e (if any):		DR 34						
7-	Program (s) in which the cour	rse	is offered	Translation Program							
8-	Language of teaching	g tł	ne course:	English							
9-	System of Study:			Regular							
10-	Mode	e of	delivery:	Interactive Lecture							
11-	Location of teaching	g tł	ie course:	Faculty of Languages/ University Campus							
TTT	O D : 4:										

III. Course Description:

This course is intended to help non-native English language learners to develop confidence in essay writing. It also aims to enable students develop critical thinking and gain confidence in presenting their ideas and improve competence in academic writing skills to write different types of coherent and unified academic essays that will lead to success in their college study and to communicate appropriately in different life contexts. Writing I & II are pre-requisite courses.

IV. Intended learning outcomes (ILOs) of the course:

After completing this course, students will be able to:

- 1. Identify the basic structure of an essay (introduction-supporting body paragraph/s and conclusion.
- 2. Summarize relevant information from a variety of academic sources.
- 3. Use formal academic style in writing by avoiding informal and idiomatic expressions.
 - 4. Select a real-life issue and propose a solution by giving strong reasons.
 - 5. Analyze examples of academic essays by looking at the different types of essays, and develop essay unity and coherence by connecting sentences logically not only within a paragraph but also within paragraphs in an essay.
 - 6. Compose well-developed timed essays of different types.
 - 7. Pepare a case and present their view about a controversial issue.

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8. Write an essay to people concerned (local authority) suggesting changes needed or proposing solutions to a problem.

V. C	Course Content:		
	A – The	eoretical As	pect:
No	Topics List	Week Due	Contact Hours
1	Part 1: Review of the paragraph The purpose of writing/Review of paragraph structure Part 2: Unity and Coherence/ reading paragraphs for unity and coherence	1	3
2	Unit 1: Part 3: From paragraph to short essay/ comparing a paragraph to an essay/ looking at example paragraph/ essay Editing students' work	2	3
3	Part 1: Stimulating ideas/ reading an authentic text; One model essay; Pre writing technique (free writing)	3	
4	Part 2: Learn about descriptive essay structure; Brainstorm word web for specific vocabulary related to descriptive; Developing students' ideas	4	3
5	Part 3: Putting it all together; Class writing	5	3
6	Unit 3: Narrative Essays Part 1: Stimulating ideas (students look at two pictures; Authentic text Part 2: Brainstorm for ideas related to an event that had the strongest influence on a person; Different parts of a narrative essay; A model essay	6	3
7	Part 3 Writing: Another model essay Part 4 grammar related to narrating Part 5: Putting it all together	7	3
8	Mid-Term Exam	8	3
9	Unit 4: Opinion Essays Part 1: Stimulating ideas Part 2: Brainstorming and Outlining	9	3
10	Part 3: Developing ideas Part 4: Editing writing	10	3
11	Part 5 : Putting it all together; Class writing	11	3
12	Unit 5: Comparison and Contrast Essays Part 1: Stimulating ideas Part 2: Brainstorming and Outlining Part 3: Developing ideas	12	3
13	Unit 6: Cause and Effect Essays Part 1: Stimulating ideas Part 2: Brainstorming and Outlining Part 3: Developing ideas	13	3

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	Final exam Number of Weeks /and Units Per Semester 6 Units	16 15 wks	48
	Einel erren	16	2
15	Revision	15	3
14	Part 4: Editing writing Part 5: Putting it all together; Class writing	14	3

	b- Training Aspect:				
Order	Training Tasks	Week Due	Contact hours		
1					
	Number of Weeks /and Units Per Semester				

VI. Teaching strategies of the course:

- Lectures/
- Individual and pair work
- Group discussions
- Class reports

VII. Assessment Methods:

- Home assignments
- Class writing
- Final exam

No.	Type of Assessment Tasks	Week Due	Mark	Mark Proportion of Final Assessment	
1	Home Assignments	Unit 1/3/and 5	30	30%	
2	Class Writing	Wk 2, 4, 6	30	30%	
3	Final Exam	End of term/ week16	40	40%	
	Total		100	100%	

VIII. **Learning Resources:**

1- Required Textbook(s) (maximum two).

1.Savage, A. & Mayer, P. (2005) Effective Academic Writing 2 – Oxford University Press

2.Oshima, A & Hogue, A. (2007) Introduction to Academic writing, 3r edition -Pearson Education

2- Essential References.

- 1. Boardman Cynthia A. & Frydenberg J. (2002) Writing to Communicate Paragraphs and Essays, 2nd edition-Pearson Education
- 2. Broukeal, M (2010) Weaving It Together 3: Connecting Reading and Writing, 4th edition- Cengage Learning

3- Electronic Materials and Web Sites etc.

- https://owl.excelsior.edu
- https://owl. English.purdue.edu/owl/

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	IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))				
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.				
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.				
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.				
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.				
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.				
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.				
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.				

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