



Course Specification of Writing II

I. Course Identification and General Information:						
1	Course Title:	<i>Writing II</i>				
2	Course Number & Code:	DR 21				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		3				3
4	Study level/ semester at which this course is offered:	Semester II / Level I				
5	Pre –requisite (if any):	DR 11; DR 13				
6	Co –requisite (if any):	DR 21; DR 22				
7	Program (s) in which the course is offered:	English program				
8	Language of teaching the course:	English				
9	Location of teaching the course:	Faculty of Languages/ University Campus				
10	Prepared by:	Lecturer: Abdul-Hakim Homadi				
11	Date of approval:					
II. Course description:						
<p>This course aims to provide English foreign language learners with essential concepts of sentence structure, punctuation marks and capitalization rules in order to enable students to write simple, compound, and complex sentences. It also introduces the fundamentals of paragraph writing and its organization, so that learners master writing a basic paragraph to express themselves in real-life situations. Writing I is a pre-requisite course to this course.</p>						
III. Intended learning outcomes (ILOs) of the course:						
(A) Knowledge and Understanding:						
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Knowledge and Understanding.						
Program Intended Learning Outcomes (Sub- PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding				
After completing this program, students will be able to:		After participating in the course, students will be able to:				
A3-	Demonstrate an awareness of the basic structure, levels and discourse functions of the English language and in the ways in which words and	a1-	Demonstrate basic knowledge of key concepts of grammar related to basic language structure e.g. (phrases/ dependent, independent clauses/ simple, compound, and complex sentences) and			

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sentences are related to each other and how they combine to create texts of different types.	writing skills (paragraph).
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Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

	Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:			
a1-	Demonstrate basic knowledge of key concepts of grammar related to basic language structure e.g. (phrases/ dependent, independent clauses/ simple, compound, and complex sentences) and writing skills (paragraph).	<ul style="list-style-type: none"> ▪ Lectures ▪ Individual work ▪ Pair work ▪ Group discussions ▪ Class report 	<ul style="list-style-type: none"> ▪ Homework ▪ Progress writing tests ▪ Midterm test ▪ Final exam

(B) Intellectual Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills

	Program Intended Learning Outcomes (Sub- PILOs) in Intellectual skills	Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
B5-	Compare and contrast competing theories and explanations in the field of English language and linguistics.	b1-	Show the difference between two basic writing approaches (process vs. product).

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

	Course Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:			
b1-	Show the difference between two basic writing approaches (process vs. product).	<ul style="list-style-type: none"> ▪ Lectures ▪ Individual work ▪ Pair work ▪ Group discussions ▪ Class report 	<ul style="list-style-type: none"> ▪ Homework ▪ Progress writing tests ▪ Midterm test ▪ Final exam

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(C) Professional and Practical Skills:			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
C2-	Make appropriate linguistic choices in speaking or writing for audiences, purposes, contexts and cultures.	c1-	Select appropriate linguistic choices and use good style in writing by avoiding contractions and spoken expressions in accordance with their level.
C5	Successfully apply strategies to interpret, analyze and critically examine diverse forms of discourse including literary, journalistic, historical and other non-literary texts.	c2	Analyze paragraph structure (a topic sentence- supporting sentences- and a concluding sentence).
		c3	Develop paragraph unity and coherence by eliminating irrelevant ideas and connecting sentences logically.
Teaching and Assessment Methods for Achieving Learning Outcomes:			
Alignment Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:			
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:		<ul style="list-style-type: none"> ▪ Lectures ▪ Individual work ▪ Pair work ▪ Group discussions Class report 	<ul style="list-style-type: none"> ▪ Homework ▪ Progress writing tests ▪ Midterm test ▪ Final exam
c1-	Select appropriate linguistic choices and use good style in writing by avoiding contractions and spoken expressions in accordance with their level.		
c2-	Analyze paragraph structure (a topic sentence- supporting sentences- and a concluding sentence).	<ul style="list-style-type: none"> ▪ Lectures ▪ Individual work ▪ Pair work ▪ Group discussions ▪ Class report 	<ul style="list-style-type: none"> ▪ Homework ▪ Progress writing tests ▪ Midterm test ▪ Final exam
c3	Develop paragraph unity and coherence by eliminating irrelevant ideas and connecting sentences logically.		

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(D) General / Transferable Skills:

Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills

Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
D6-	Communicate effectively and fluently in English in different academic, professional and social settings.	d1	Write simple instructions to perform something, and write simple directions to get to a particular place.
		d2	Write a short description of a city or country in a blog on the Internet.
		d3	Write a letter to a friend.

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used	Methods of assessment
After participating in the course, students will be able to:		<ul style="list-style-type: none"> ▪ Role plays ▪ Pair work ▪ Class report 	<ul style="list-style-type: none"> ▪ Homework ▪ Progress writing tests ▪ Midterm test ▪ Final exam
d1	Write simple instructions to perform something, and write simple directions to get to a particular place.		
d2 d3	Write a short description of a city or country in a blog on the Internet. Write a letter to a friend.		

IV. Course Content:

1 – Course Topics/Items:

a – Theoretical Aspect

Order	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	Chapter 1 Introducing People	a3, b1, c2, c3, d1	Organization Sentence Structure and Mechanics Grammar and Vocabulary The Writing Process	2	6
2	Chapter 2 Listing order Paragraph	a3, b1, c2, c3, d1	Organization Grammar and Sentence Structure Mechanics	2	6

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			The Writing Process		
3	Chapter 3 Giving Instructions	a3, b1, c2, c3, d1	Organization Sentence Structure Grammar and Vocabulary The Writing Process	3	9
4	Chapter 4 Describing a Place	a3, b1, c2, c3, d1	Organization Sentence Structure and Vocabulary The Writing Process	3	9
5	Chapter 5 Stating Reasons and Using Examples	a3, b1, c2, c3, d1	Organization Sentence Structure Grammar The Writing Process	2	6
6	Chapter 6 Expressing Your Opinion	a3, b1, c2, c3, d1	Organization Grammar Vocabulary and Sentence Structure The Writing Process	2	6
Number of Weeks /and Units Per Semester			9 Units	14	42

b- Training Aspect:

Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1	NA			
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:

- Lectures
- Individual work
- Pair work
- Group discussions
- Class report

3-Assessment Methods:

- Homework
- Progress writing tests
- Midterm Test
- Final Exam

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VI. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Home assignments	Left to the teacher assignments	15	15%	a3,b1,c2,c3, d3
2	Progress writing tests	Wk3, 6, 8	30	30%	a3,b1,c2,c3, d3
3	Mid-semester exam	Week 7or 8	15	15%	a3,b1,c2,c3, d3
4	Final exams	End of term (week 16)	40	40%	a3,b1,c2,c3, d3
Total			100	100%	

VII. Students' Support:

Office Hours/week	Other Procedures (if any)

VIII. Learning Resource (MLA style or APA style)s:

1- Required Textbook(s) (maximum two)

- Hogue A -(2008) *First Step in Academic Writing*- 2nd edition – Pearson Education: NY
- Butler L. (2007) *Fundamentals of Academic Writing* – Pearson Education, Inc. NY

2- Recommended Readings and Reference Materials

- Alice & Shafiei M. (2012) *Effective Academic Writing*: Oxford University Press

3- Essential References

Broukal M. -(2010) -*Weaving It Together 2* -third edition : Pearson Education

4- Electronic Materials and Web Sites etc.

<https://owl.excelsior.edu>
[. English.purdue.edu/owl/https://owl](https://owl.purdue.edu)

5- Other Learning Material:

- Supplementary materials as needed



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.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
١	د/ عباس مطهر	نائب العميد للدراسات العليا	
٢	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
٣	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشؤون الأكاديمية	

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Course Plan of Writing II

I. - Information about Faculty Member Responsible for the Course:						
Name of Faculty Member						
Location & Telephone No.						
E-mail						
Office Hours						
	SAT	SUN	MON	TUE	WED	THU
II. Course Identification and General Information:						
1-	Course Title:	Writing II				
2-	Course Number & Code:					
3-	Credit hours:	C.H				Total
		Th.	Seminar	Pr.	F. Tr.	
		3	-	-		
4-	Study level/year at which this course is offered:	Semester II / Level I				
5-	Pre –requisite (if any):	DR 11; DR 13				
6-	Co –requisite (if any):	DR 21; DR 22				
7-	Program (s) in which the course is offered	English program				
8-	Language of teaching the course:	English				
9-	System of Study:	Regular				
10-	Mode of delivery:	Interactive lecture				
11-	Location of teaching the course:	Faculty of Languages/ University Campus				
III. Course Description:						
<p>This course aims to provide English foreign language learners with essential concepts of sentence structure, punctuation marks and capitalization rules in order to enable them to write simple, compound, and complex sentences. It also introduces the fundamentals of paragraph writing and its organization, so that learners master writing a basic paragraph to express themselves in real-life situations. Writing I is a pre-requisite course to this course.</p>						
IV. Intended learning outcomes (ILOs) of the course:						
After completing this course, students will be able to:						
<p>1. Demonstrate basic knowledge of key concepts of grammar related to basic language structure e.g. (phrases/ dependent, independent clauses/ simple, compound, and complex sentences) and writing skills (paragraph).</p> <p>2. Show the difference between two basic writing approaches (process vs. product).</p> <p>3. Select appropriate linguistic choices and use good style in writing by avoiding contractions and spoken expressions in accordance with their level.</p>						

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4. Analyze paragraph structure (a topic sentence- supporting sentences- and a concluding sentence).
5. Develop paragraph unity and coherence by eliminating irrelevant ideas and connecting sentences logically.
6. Write simple instructions to perform something, and write simple directions to get to a particular place.
7. Write a short description of a city or country in a blog on the Internet.
8. Write a letter to a friend.

V. Course Content:

A – Theoretical Aspect:

No	Topics List	Week Due	Contact Hours
1	Chapter 1: Introducing People (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	1	3
2	Chapter 1: Introducing People (B) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	2	3
3	Chapter 2 : Listing order Paragraph (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	3	3
4	Chapter 2 : Listing order Paragraph (B) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	4	3
5	Chapter 3: Giving Instructions (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	5	3
6	Chapter 3: Giving Instructions (B) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	6	3
7	Chapter 3: Giving Instructions (C) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	7	3
8	Mid-semester test	8	3
9	Chapter 4 Describing a Place (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	9	3
10	Chapter 4 Describing a Place (B)	10	3

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	Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process		
11	Chapter 4 Describing a Place (C) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	11	3
12	Chapter 5: Stating Reasons and Using Examples (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	12	3
13	Chapter 5: Stating Reasons and Using Examples (B) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	13	3
14	Chapter 6: Expressing Your Opinion (A) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	14	3
15	Chapter 6: Expressing Your Opinion (B) Organization; Sentence Structure Grammar and Vocabulary; Mechanics; The Writing Process	15	3
16	Final Exam	16	3
Number of Weeks /and Units Per Semester 9 Units		16	48

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 work
- Pair work
- Group discussions
- Class report

VII. Assessment Methods:

- Homework
- Progress writing tests
- Midterm Test
- Final Exam

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Home assignments	Left to the teacher/ assignments	15	15%
2	Progress writing tests	Wk3, 6, 8	30	30%

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3	Mid-term exam	Week 7 or 8	15	15%
4	Final exams	End of semester/ week 16	40	40%
Total			100	100%

VIII. Learning Resources:	
•	
1- Required Textbook(s) (maximum two).	
	<ol style="list-style-type: none"> Hogue A -(2008) <i>First Step in Academic Writing</i>- 2nd edition – Pearson Education: NY Butler L. (2007) <i>Fundamentals of Academic Writing</i> – Pearson Education, Inc. NY
2- Essential References.	
	<ol style="list-style-type: none"> Alice & Shafiei M. (2012) <i>-Effective Academic Writing</i>: Oxford University Press Broukal M. -(2010) - <i>Weaving It Together 2 -third edition</i> : Pearson Education
3-	
	<ol style="list-style-type: none"> https://owl.excelsior.edu https://owl.English.purdue.edu/owl/

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	<p style="text-align: right;">Class Attendance:</p> <p>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.</p>
2	<p style="text-align: right;">Tardiness:</p> <p>A student will be considered late if he/she is not in class after 10 minutes of the start time of class.</p>
3	<p style="text-align: right;">Exam Attendance/Punctuality:</p> <p>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.</p>
4	<p style="text-align: right;">Assignments & Projects:</p> <p>Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.</p>
5	<p style="text-align: right;">Cheating:</p> <p>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.</p>
6	<p style="text-align: right;">Forgery and Impersonation:</p> <p>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.</p>

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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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