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الجمهوريـــة اليمنـــية وزارة التعليم العالــي والبحث العلمي مجلس الاعتمـاد وضمان جـودة التعليم العالــي

كتابة(١)

Course Specification

I. Course Identification and General I	nformati	ion:			
Course Title:	Writing I				
Course Code and Number:					
Credit Hours:	theory	practice	seminar	training	Total
di care riours.	3				42
Level & Semester:		Level O	ne – First	Semester	
Pre-requisites (if any):			None		
Co-requisites (if any):			None		
Program in which this course is	BA	in English	Language	and Litera	ture
offered:					
Language of teaching the course:			English		
Location of teaching the course:	English Department, Faculty of Arts &				
	Humanities				
Prepared by:	Dr. Ahmed al-Bakeri				
Date of Approval:			2020/202	1	

II. Course Description:

This course aims to expose students to the basic writing skills required in academic settings. Towards this end, the course introduces the concept and structure of the paragraph. It presents two types of paragraph: **listing paragraphs** and **process paragraph**. In addition to paragraph writing, the course exposes students to two types of sentence: **simple** and **compound**. In this respect, students will learn how to use some punctuation rules and to correct **sentence errors** such as run-ons and comma splices.

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IV. Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended					
Learning Outcomes (PILOs)					
PILOs	CILOs				
(A) Knowledge & Understanding:					
Upon the completion of the BA program, students are expected to be able to:	Upon the completion of this course, students are expected to be able to:				
A1: show knowledge and understanding of	a1: express a knowledge of the notions				
different linguistic and literary theories	cohesion, coherence as well as of text				
and schools of thought in English and	organization methods (i.e. listing order				
American linguistics/literature;	and chronological order);				
A3: show a solid background of various	a2: distinguish between different types of				
communication skills, be it reading,	sentence and paragraph in English;				
writing, speaking, or translation skills;					
(B) Intelle	ctual Skills				
B2: evaluate linguistic and cultural	b1 : assess the grammaticality of sentences				
phenomena and suggest explanations for	as well as the coherence and unity of a				
them;	paragraph;				
B3: compare different literary, linguistic and	b2 : distinguish between three types of				
translation theories and strategies;	sentence structure and two types of				
	paragraph;				
B4 : distinguish different language skills in	b3 : recognize two rhetorical methods of				
terms of reading, writing, and speaking	text organization (listing order and				
and listening;	time order)				
(C) Professional	& Practical Skills				
C1 : employ theories, terms and concepts	c1: use some basic punctuation rules and				
C1. employ theories, terms and concepts	car ase some basic panetaation raies and				

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translation studies in order to properly	write academic compositions in English;
interpret and analyze texts in English;	
C2: employ different language skills in order	c2: produce grammatically correct
to read and write different texts in English	sentences and coherent paragraphs in
and translate them from English into	academic English;
Arabic and vice versa;	
(D) Transfe	rrable Skills
D1: make use of the linguistic and cultural	d1: apply some basic conventions of
knowledge acquired in order to interact	academic writing;
efficiently and appropriately with people	
from different cultures;	
D2: manage time, work under pressure, and	d2: work individually, in pairs, and in
involve in team activities;	groups to carry out a writing task with a
	limited time;
D4 : involve creatively in social and academic	d3: review and edit academic
activities.	compositions;

V. Alignment of Course Intended Learning Outcomes (CILOs)

(A) Alignment of Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

CILOs	Teaching Strategies	Assessment Strategies
a1- To express a knowledge of the notions cohesion, coherence as well as of two text organization methods (i.e. listing order and chronological order);	- lecture-mode - reciprocal learning - whole-class discussion	 in-class practice exercises and participation midterm and final exams
a2- To distinguish between different types of sentence (simple;	- lecture-mode	- in-class practice

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compound; complex) and of	- peer-reviewing	exercises and			
paragraph in English;					
paragraph in English,	- worksheets	participation			
	- whole-class discussion	- midterm and final			
		exams			
(B) Alignment of Course Intended Le	arning Outcomes of Intelle	ectual Skills to			
Teaching Strategies and Assessm	ent Strategies:				
CILOs	Teaching Strategies	Assessment Strategies			
b1- To assess the grammaticality of	- lecture-mode	- in-class activities and			
sentences as well as the coherence	- peer-reviewing	participation			
and unity of a paragraph;	- worksheets	- midterm and final			
	- whole-class discussion	exams			
b2- To distinguish between three	- lecture-mode	- in-class activities and			
types of sentence structure and two types of paragraph;	- individual and pair work	participation			
two types of paragraph,	- peer-reviewing	- midterm and final			
	- worksheets	exams			
b3- To recognize two methods of	- lecture-mode	- in-class activities and			
organizations: listing order and	- individual and pair work	participation			
time order;	- whole-class discussion	- midterm and final			
		exams			
(C) Alignment of Course Intended Le	arning Outcomes of Profes	ssional and Practical			
Skills to the Teaching Strategies a	nd Assessment Strategies:	:			
CILOs	Teaching Strategies	Assessment Strategies			
c1: To use some basic punctuation	- brainstorming and	- in-class activities			
rules and two methods of text	outlining	- home assignments			
organization in order to write	- individual work	- midterm and final			
academic compositions in English;	- peer-reviewing	exams			
	- whole-class discussion				
c2: To produce grammatically correct	- brainstorming and	- in-class activities and			
sentences and coherent	outlining	participation			
paragraphs in English;	- peer-reviewing	- home assignments			
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د. حسين أحمد الورد

أ.م.د. عبدالملك محمد عيسي

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	- worksheets	- midterm and final				
	- whole-class discussion	exams				
(D) Alignment of Course Intended Learning Outcomes of Transferable Skills to						
Teaching Strategies and Assessment Strategies:						
CILOs	Teaching Strategies	Assessment Strategies				
d1- To apply basic conventions of	- peer-reviewing	- in-class activities and				
academic writing;	- worksheets	participation				
	- whole-class discussion	- home assignments				
		- midterm and final				
		exams				
d2- To work individually, in pairs or	- peer-reviewing	- in-class activities				
in groups to carry out a writing	- group discussions	- midterm and final				
task within a limited time;		exams				
d3- To review and edit academic	- peer-reviewing	- in-class activities				
compositions.		- home assignments				
		- midterm and final				
		exams				

VII. Co	VII. Course Content:							
A	A-Theoretical Aspect:							
Order	Units/Topics	Sub-Topics	Number of Weeks	Cont act Hour s	Learning Outcomes			
1	Paragraph Writing	Definition of ParagraphParagraph FormatParagraph Structure	first	3	a1 + b1 + c2 + d1			
2	Grammar and Capitalization	Sentence ElementsSix Rules of CapitalizationPractices on Editing andPunctuating Sentences.	Second	3	a2 + b1 + c1 + c2 +			

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					d2
3	Sentence Structure	 Simple Sentence Patterns of Simple Sentence Connecting Sentence Elements with and and or Combining Sentences with and and or 	Third	3	a1 + b2 + c1 + c2
4	Writing Process	FreewritingEditing First DraftWriting Final Copy	fourth	3	c1 + c2 + d1 + d2 + d3
5	Listing-Order Paragraphs: Part I	 Clustering The Three Parts of a Paragraph: a. topic sentences b. supporting sentences c. concluding sentences 	Fifth	3	a1 + b1 + b2 + b3 + c1 + c2
6	Listing-Order Paragraphs: Part II	Listing Transition SignalsParagraph UnityOutliningWriting Assignment	Sixth	3	a1 + b1 + b2 + b3 + c1 + c2
7	MIDTERM	I EXAMINATION	Seventh	3	a2 + b1 + b2 + c1 + c2 + d2
8	Sentence Structure	Compound SentencesSimple versus CompoundSentencesCoordinating	eighth	3	a2 + b2 + c1 + d1

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		Conjunctions: a	and, but, or			
		and <i>so</i> .				
9	Sentence Errors	- Fragment Sent	ences			
		- Run-on Senten	ces	NT:4L	3	b1 + c2 +
		- Comma Splice S	Sentences	Ninth		d3
		- Models of "Hov	v To"			
10	Giving	Paragraphs			3	a1 + a2 +
	Instructions	- Time Order Sig	nals	Tenth		b2 + b3 +
		- Writing Assign	ment	1 0 11 0 1		c2 + d2
		- Complex Sente	nces			
11	Sentence	- Dependent and	I		3	b1 + c1 +
	Structure	Independent C	lauses	Eleventh		c2
		- Time Subordin	ators			
12	Capitalization and	- Four Rules of				
12	_	Capitalization		twelfth	3	c1 + c2 +
	Punctuation	- Four Rules of C	lommas			d1 + d3
13	Writing Process	- Writing Assign	ment			a1 + b1 +
	G			Thirteenth	3	c1 + c2 +
				Timteenui		d2
						a1 + b1 +
1.4	EINAL E	XAMINATION		Fourteenth		
14	FINAL E	AAMINATION		Tourteenin	3	b3 + c1 +
						c2 + d1 +
						d2
Numbe	Number of Weeks and Contact Hours per Semester:			14	42	
В	. Practical Aspect (if	any):				
Order	Tasks/Expe	eriments	Number	Contact		Learning
			of Weeks	Hours	(Outcomes

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1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
Number Semeste	of Weeks and Contact Hours per r:		

VIII. Teaching Strategies of the Course
Lecture
Peer-reviewing
Worksheets
Brainstorming and outlining
Group discussions
Whole-class discussions

IX. Activities/Assignments							
No.	Activities/Assignment	Aligned CILOs	Week	Mark			
			Due				

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1	Attendance and Participation	a1 + a2 + b1 + b2 +	1 - 14	10
		b3 + c1 + c2		
2	Assignments	a1 + a2 + b1 + b2 +	1+4+6	10
		b3 + c1 + c2 + d1 +	+ 10 + 13	
		d2 + d3		

X. Sch	X. Schedule of Task Assessment During the Semester:							
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs			
1	Attendance and Participation	1 – 14	10	10%	a1 + a2 + b1 + b2 + b3 + c1 + c2			
2	Assignments	1+4+6+ 10+13	10	10%	a1 + a2 + b1 + $b2 + b3 + c1 + c2$ $+ d1 + d2 + d3$			
3	Midterm	7	10	10%	a2 + b1 + b2 + c1 + $c2 + d2$			
4	Written final exam		70	70%	a1 + b1 + b3 + c1 + c2 + d1 + d2			
Total Mark 100 10								

XI. Learning Resources:

A. Required Textbook(s):

1. Hogue A. (2008) *First Steps in Academic Writing*. 2nd ed. New York: Pearson Longman.

B: Essential References:

1. Wingersky J. & Boerner J. (2004) Writing Sentences and Paragraphs. USA: Wadsworth.

C. Supplementary Materials:

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D. Electronic Materials and Websites (if any):
1.
2.

X. Course	e Policies:
1.	Class Attendance: Not less than 75% of the whole semester.
2.	Tardy: Unless there is a reasonable excuse, no student will be allowed to enter the
	classroom after 10 minutes from class commencement.
3.	Exam Attendance/Punctuality: According to Item (45) of Students Affairs Bylaws,
	the following rules will be applied:
	1- No student will be allowed to enter the venue of the examination after an
	elapse of half an hour from the beginning of the exam.
	2- No student will be allowed to leave the venue of the examination before an
	elapse of half an hour from the beginning of the exam.
4.	Assignments/Projects: The teacher the Department determine the time of assignment
	submission.
5.	Cheating: The Disciplinary Committee decides the type of penalty against students caught
	cheating during the examination.
6.	Impersonation: According to Item (79) of Students Affairs Bylaws, permanent expulsion is
	the penalty to a case of impersonation.
7.	Other Policies: The Faculty, in pursuant to the Students Affairs Bylaws, is entitled to set up
	any further regulatory policies.

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Study Plan: Writing-I

I. Information about Course Lecturer:							
Name:	Dr. Ahmed M. al-Bakeri	Office Hours: 3hrs/weekly					
		Sat.	Sun.	Mon.	Tue.	Wed.	Thur.
		/					
Place and phone	number	Dept. of English Language and Literature Mobile: 777143699					
e-mail:	abulaith abulaith				<u>n</u>		

II. Course Identification and General Information:						
Course Title:		Writing I				
Course Code and Number:						
Credit Hours:	theory	practice	seminar	training	Total	
Great Hours.	3				42	
Level & Semester:		Level C	ne – First	Semester		
Pre-requisites (if any):			None			
Co-requisites (if any):		None				
Program in which this course is	BA	in English	Language	and Litera	ture	
offered:						
Language of teaching the course:	English					
Location of teaching the course:	Er	nglish Depa	ırtment, Fa	culty of Ar	ts &	
	Humanities					
Prepared by:	Dr. Ahmed al-Bakeri					
Date of Approval:	2020/2021					
III. Course Description:						

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This course aims to expose students to the basic writing skills required in academic settings. Towards this end, the course introduces the concept and structure of the paragraph. It presents two types of paragraph: **listing paragraphs** and **process paragraph**. In addition to paragraph writing, the course exposes students to two types of sentence: **simple** and **compound**. In this respect, students will learn how to use some punctuation rules and to correct **sentence errors** such as run-ons and comma splices.

V. Course Intended Learning Outcomes (CILOs):

(A) Knowledge & Understanding:

- **a1**: To express a knowledge of the notions *cohesion*, *coherence* as well as of text organization methods (i.e. listing order and chronological order);
- a2: To distinguish between different types of sentence and paragraph in English;

(B) Intellectual Skills

- **b1**: To assess the grammaticality of sentences as well as the coherence and unity of a paragraph;
- **b2**: To distinguish between three types of sentence structure and two types of paragraph;
- **b3**: To recognize two rhetorical methods of text organization (listing order and time order)

(C) Professional & Practical Skills

- **c1**: To use some basic punctuation rules and two methods of text organization to write academic compositions in English;
- c2: To produce grammatically correct sentences and coherent paragraphs in academic English;

(D) Transferrable Skills

- **d1**: To apply some basic conventions of academic writing;
- **d2**: To work individually, in pairs, and in groups to carry out a writing task with a limited time;
- **d3**: To review and edit academic compositions;

VI. Cour	rse Content:			
A-	Theoretical Aspect:			
Order	Units/Topics	Sub-Topics	Number of	Contact Hours

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			Weeks	
		- Definition of Paragraph		
1	Paragraph Writing	- Paragraph Format	first	3
		- Paragraph Structure		
		- Sentence Elements		
2	Grammar and	- Six Rules of Capitalization	G 1	3
	Capitalization	- Practices on Editing and	Second	
		Punctuating Sentences.		
		- Simple Sentence		
3	Sentence Structure	- Patterns of Simple Sentence		
		- Connecting Sentence		3
		Elements with and and or	Third	
		- Combining Sentences with		
		and and or		
4	Writing Process	- Freewriting		
		- Editing First Draft	fourth	3
		- Writing Final Copy		
5	Listing-Order Paragraphs:	- Clustering		
	Part I	- The Three Parts of a		
		Paragraph:	T71 6:1	3
		a. topic sentences b. supporting sentences	Fifth	
		c. concluding sentences		
6	Listing-Order Paragraphs:	- Listing Transition Signals		
	Part II	- Paragraph Unity		3
		- Outlining	Sixth	
		- Writing Assignment		
7	MIDTERM EXAMINATION		Seventh	3
		- Compound Sentences		
8	Sentence Structure	- Simple versus Compound	eighth	
		Sentences		3
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		- Coordinating Conjunctions:		
		and, but, or and so.		
9	Sentence Errors	- Fragment Sentences		
		- Run-on Sentences	Ninth	3
		- Comma Splice Sentences	Nillul	
10		- Models of "How To"		
	Giving Instructions	Paragraphs		3
		- Time Order Signals	Tenth	
		- Writing Assignment		
11	Sentence Structure	- Complex Sentences		
		- Dependent and Independent	F1 .1	3
		Clauses	Eleventh	
		- Time Subordinators		
12	Capitalization and	- Four Rules of Capitalization		
	Punctuation	- Four Rules of Commas	twelfth	3
13	Writing Process	- Writing Assignment	Thirteenth	3
14	Final Examination			3
Number	of Weeks and Contact Hours p	er Semester:	14	42

VII. To	eaching Strategies:
-	Lecture
-	Peer-reviewing
-	Worksheets
-	Brainstorming and outlining
-	Group discussions
Whole	e-class discussions

VIII. A	VIII. Activities/Assignments						
No.	Activities/Assignment Aligned CILOs Week Mark						
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عيسى	أ.د. د. حسين أحمد الورد أ.م.د. عبدالملك مجد عيسى						

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			Due	
1	Attendance and Participation	a1 + a2 + b1 + b2 +	1 – 14	10
		b3 + c1 + c2		
2	Assignments	a1 + a2 + b1 + b2 +	1 + 4 + 6	10
		b3 + c1 + c2 + d1 +	+ 10 + 13	
		d2 + d3		

IX. Schedule of Task Assessment during the Semester:								
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned CILOs			
1	Attendance and Participation	1 – 14	10	10%	a1 + a2 + b1 + b2 + b3 + c1 + c2			
2	Assignments	1+4+710+12	10	10%	a1 + a2 + b1 + $b2 + b3 + c1 + c2$ $+ d1 + d2 + d3$			
3	Midterm	7	10	10%	a2 + b1 + b2 + c1 + $c2 + d2$			
4	Written final exam	14	70	70%	a1 + b1 + b3 + c1 + c2 + d1 + d2			
Total Mark			100	100%				

XI. Learning Resources:

A. Required Textbook(s):

1. Hogue A. (2008) *First Steps in Academic Writing*. 2nd ed. New York: Pearson Longman.

B: Essential References:

1. Wingersky J. & Boerner J. (2004) Writing Sentences and Paragraphs. USA: Wadsworth.

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Ministry of Higher Education & Scientific
Research

Council for Accreditation & Quality Assurance







الجمهورية اليمنية وزارة التعليم العالي والبحث العلمي مجلس الاعتماد وضمان جودة التعليم العالي

C. Supplementary Materials:
D. Electronic Materials and Websites (if any):
1.
2.

X. Course Policies:			
1.	Class Attendance: Not less than 75% of the whole semester.		
2.	Tardy : Unless there is a reasonable excuse, no student will be allowed to enter the		
	classroom after 10 minutes from class commencement.		
3.	Exam Attendance/Punctuality: According to Item (45) of Students Affairs Bylaws,		
	the following rules will be applied:		
	1- No student will be allowed to enter the venue of the examination after an		
	elapse of half an hour from the beginning of the exam.		
	2- No student will be allowed to leave the venue of the examination before an		
	elapse of half an hour from the beginning of the exam.		
4.	Assignments/Projects: The teacher the Department determine the time of assignment		
	submission.		
5.	Cheating: The Disciplinary Committee decides the type of penalty against students caught		
	cheating during the examination.		
6.	Impersonation: According to Item (79) of Students Affairs Bylaws, permanent expulsion is		
	the penalty to a case of impersonation.		
7.	Other Policies: The Faculty, in pursuant to the Students Affairs Bylaws, is entitled to set up		
	any further regulatory policies.		

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