

Syllabus

Faculty ...Faculty of Arts and Sciences...
Department ...English Department...
SemesterSecond Semester.....
Academic Year ...2019/2020.....

Course NameParagraph Writing.....
Course Number ...0102105.....

Each student shall receive a copy of the syllabus to be kept for future reference.

1. Instructor Information

1. Instructor: Sabrina Saleh
2. Office: B321
3. Office Telephone:
4. Email: ssaleh@meu.edu.jo
5. Office Hours: Mondays and Wednesdays (9:30-11:00)

2. Course Details

1. Meeting Times: Mondays and Wednesdays 11:00-12:30
2. Location: B118
3. Course Laboratory (if any):

3. Sources and References

Textbook: Writing Academic English 4th Edition , Longman Academic Writing, 2006

Supplementary: American Rhetoric. 2nd edition. By Robert G. Bander. New York: Holt, Rinehart and Winston

4. Course Description

This course concentrates on the paragraph as the basic unit in extended writing. (Other writing genres and essay writing are dealt with elsewhere in the department study plan.) It begins with a review of sentence types, then it takes the students through the way of paragraph development including a topic sentence, supporting evidence and a concluding sentence. This course aims at developing students' writing and guiding students through the logical steps necessary for creating a paragraph.

5. Aims and objectives:

woven into every chapter are the four aims of the text:

1. to offer a structure approach to writing
2. to acquaint the students with the process of writing
3. to provide practice in basic sentence structure
4. to develop grammar and mechanical skills

6. Course Learning Outcomes (CLOs):

By successfully completing this course, the students are expected to:

- a. Be able to express themselves in correct English with correct grammar usage.
- b. Be able to construct coherent and logically constructed paragraphs.
- c. Write a sentence that expresses an idea in short (topic sentence).
- d. Recognize the various types of supporting evidence to support their topic sentence.
- e. Limit ideas according to the context

7. Programme Learning Outcomes (PLOs):

The programme aims to prepare competent graduates who are capable of:

1. Describing the basic components and elements of English language related to phonetics, morphology, syntax and semantics.
2. Recognizing the British and American literary works such as drama and novel.
3. Distinguishing the artistic and intellectual trends and movements in the British and American literature.
4. Mastering the skills of English language: pronunciation, speaking and writing.
5. Expressing and critiquing the ideas of real life in English.
6. Transferring knowledge related to teaching English language within its own dimensions.
7. Translating texts from and into English language.

8. Teaching Methods

(Determined by the Lecturer according to the Nature of the Material)

The methods of instruction may include, but are not limited to:

1. Lectures
2. Individual assignments
3. Listening
4. Any active learning method such as: small group, presentations

Evaluation Methods and their Percentage Value %

#	Evaluation	Value	Description
1.	Exams	midterm Exam: 30%	Written exams
2.	Final Exam	50%	Written exam
3.	Homework	10%	Individual assignments
4.	Participation	10%	Participation and class attendance
Total		100%	

9. The Timetable for the Implementation of Course

Week.	Topic to be covered	Readings (pages)	CLO	PLOs
1	Introduction			
2	Chapter One: Paragraph Structure			
3	The Three parts of a paragraph			
4	The Topic Sentence: Important points about the topic sentence			
5	Exercises on topic sentences			

6	Supporting sentences Types of supporting evidence			
7	The Concluding Sentence			

Week	Topics to be covered	Readings (Pages)	CLO	PLOs
8	Chapter Two: Unity and Coherence+ Midterm exam			
9	Achieving coherence by repetition of key nouns			
10	Achieving coherence by Using consistent Pronouns			
11	Achieving coherence by using Transition words			
12	Achieving coherence by arranging ideas in logical order			
13	Chapter Three: Supporting Details: facts, statistics and quotations			
14	Facts vs. Opinions Quotations and indirect speech			
15	Plagiarism			
16	Revision and Final Exam			

10. Course Policies

All University rules and regulations regarding attendance, punctuality, exams, makeup exams, cheating penalties and homework assignments apply to this course. Students are expected to be familiar with those rules and regulations. Plagiarism is a serious offense that results in failing the course. Participation is essential and includes attending regularly and preparing beforehand and taking an active role in class discussions.

1. Attendance:

- a. Students must attend all classes of this course.
- b. Any student with absence of 15% of the classes of any course, will be illegible to sit for the
- c. final exam and will be given the university zero (35%) in this course.

In the case (b) above, if a student submits an official sick report authenticated by university clinic or an accepted excuse by the Dean of his/her faculty, the student will be considered as withdrawn from the course, and a "W" will be shown in the transcript for this course.

2. Delays:

Students are not allowed to come late to classes. Any student coming late will not be allowed to attend the class and he/she will be marked absent.

3. Examinations:

- a. Failure in attending a course exam other than the final exam, will result in zero mark unless the student provides an official acceptable excuse to the instructor who approves a make up exam.
- b. Failure in attending the final exam will result in zero mark unless the student presents an

official acceptable excuse to the Dean of his/her faculty who approves an incomplete exam, normally scheduled to be conducted during the first two weeks of the successive semester.

4. Homework and Projects:

Assignments and projects should be submitted to the instructor on the due date. Zero mark will be given for late submissions unless the student has an acceptable excuse approved by the instructor of the course.

5. Attending the Exams and Meeting the Deadlines:

- a. A student who is late more than 10 minutes will not be permitted to sit the exam (first, second or mid exams).
- b. A student who is late more than 30 minutes will not be permitted to sit to final exam, and no student will be permitted to leave the exam center before the elapse of 30 minutes.

6. Penalty for Cheating: The minimum penalty for cheating is an automatic Zero for the test or assignment leading to a possible "F" for the course. The exam invigilator will produce a report on the case to the examination committee chairman. The report will be kept in the student file. The student may remain seated in the exam center, but in case that causes a disturbance to other students, the student will be expelled out of the exam center if approved by the examination committee chairman. A second offense will result in the immediate suspension of the student for the remainder of the current semester. A copy of the decision will be kept in the student file.