



**TRABZON UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
WRITING COURSE SYLLABUS
I**

Lect. Gökçenaz GAYRET

Office: FFPZ07

E-mail: gokcenazgayret@trabzon.edu.tr

Material: Alice Oshima – Ann Hogue, Longman Academic Writing Series: Paragraphs to Essays (3), Fourth Edition, Pearson

Class Hours	
ELT Prep A (FCDZ16)	Monday 08.00-10.00/ Tuesday 08.00-10.00
ELT Prep B (FCDZ01)	Monday 10.00-12.00/ Tuesday 10.00-12.00
ETI Prep Class (FADB06)	Monday 15.00-17.00/ Tuesday 13.00-15.00
Office Hours	
ELT	Wednesday 08.00-12.00
ETI	Wednesday 13.00-17.00

Course Description: This course introduces students to the foundational skills necessary for academic writing and cultivates their writing skills that will enable them to produce academic texts required in their undergraduate studies. Focusing on the importance of logical argumentation, coherence, using appropriate academic tone and style, clear sentence structure, ideas and content, organization, punctuation, spelling, and word

choice and fluency, it guides students to format and structure basic and specific types of paragraphs and produce well-organized, clearly developed academic paragraphs.

Goals, Objectives, and Learning Outcomes: This course aims at equipping students with the essential skills for structuring academic paragraphs and essays; helping students understand the writing process and the importance of drafting and revising; fostering a familiarity with the standard conventions of academic writing, such as formal tone and language, concise thesis statement, logical flow, evidence-based arguments, precision and clarity, paragraph unity, and transitions, title and heading conventions, accurate punctuation, proper sentence structure, and consistent verb tenses; encouraging students to develop their critical thinking and analytical skills through writing; and practicing brainstorming, critical thinking, analytical and persuasive writing.

By the end of the course, students will be able to:

- Brainstorm, plan, outline, and organize their ideas
- Develop a clear and arguable thesis statement and construct well-organized academic paragraphs with a clear thesis and supporting arguments.
- Write with clarity, coherence, and appropriate academic tone.
- Use punctuation, capitalization and spelling rules appropriately.
- Write coherent and unified paragraphs by utilizing appropriate cohesive devices and transitions to ensure coherence between ideas and paragraphs.
- Use sorting styles suitable for the type of paragraph to be written.
- Engage with writing as a process that includes planning, drafting, and revising.
- Engage in peer review and use feedback to refine their drafts.
- Write across a wide range of rhetorical situations, genres (process paragraphs, definition paragraphs, cause/effect paragraphs, comparison/contrast paragraphs, and argumentative paragraphs), and purposes

Course Requirements, Activities and Assignments:

- Regular attendance in class: Absences do not excuse students of completing the work for that assignment.
- Classroom tasks
- Active classroom participation
- Quizzes and pop-ups (the instructor will decide them if necessary)
- Portfolio

Assessment and Feedback:

- Visa 1: Pen-and-Pencil Exam + Portfolio (Assignments and In-Class Tasks) or Quiz 1
- Visa 2: Pen-and-Pencil Exam + Portfolio (Assignments and In-Class Tasks) or Quiz 2

WEEK	TOPIC	TASKS-ASSIGNMENTS
1st Week 23-27September 2024	Introducing the course	<ul style="list-style-type: none"> • In-Class Task: Guess who I am!
	Chapter 1: Academic Paragraphs <ul style="list-style-type: none"> • Analyzing Model • Organization • Formatting the Page • Mechanics (Capitalization Rules) 	
2nd Week 30 September-4 October 2024	Chapter 1: Academic Paragraphs <ul style="list-style-type: none"> • Sentence Structure • Subject-Verb Agreement • Fragments 	
	Chapter 1: Academic Paragraphs <ul style="list-style-type: none"> • The Writing Process 	<ul style="list-style-type: none"> • In- Class Task 1: Write a paragraph “a person who has made a difference in your life.” Prewrite to get ideas, organize your ideas, write the first draft, revise and edit the draft, write a new draft, and self-assessment <u>DO NOT FORGET THE COPIES OF CHAPTER 1 PEER REVIEW AND SELF-CHECK!</u> (pg. 254-255) • Assignment 1: Write a paragraph about yourself, considering the organization, format of the page, and mechanics. Deadline: October 7, 2024 • Assignment 2: Write a paragraph about “a person who has made a difference in the world.”

		<p>Deadline: October 7, 2024</p> <ul style="list-style-type: none"> • Assignment 3: Write you're a journal about "the most important thing my teacher should know about me." <p>Deadline: October 8, 2024</p>
<p>3rd Week 7-11 October 2024</p>	<p>Chapter 2: Narrative Paragraphs</p> <ul style="list-style-type: none"> • Analyzing the Model • Time-Order Signals • Purpose • Sentence Structure • Compound Sentences 	
	<p>Chapter 2: Narrative Paragraphs</p> <ul style="list-style-type: none"> • Coordinating Conjunctions • Punctuation • Preparation for Writing • Freewriting 	<ul style="list-style-type: none"> • In-Class Task 2: Freewrite about "a memorable event or experience in your life—a happy day, a sad event, an embarrassing moment, an interesting trip, or a frightening experience." Prewrite to get ideas, organize your ideas, write the first draft, revise and edit the draft, write a new draft. <u>DO NOT FORGET THE COPIES OF CHAPTER 2 PEER REVIEW AND SELF-CHECK! (pg. 256-257)</u> • Assignment 4: Write a narrative paragraph about "a time when you disobeyed a parent, teacher, or boss. Tell a story to show what happened as a result of your actions." Deadline: 14 October 2024 • Assignment 5: Write a journal about "a problem on the first day/the best day of your life/ your dream vacation/meeting an unusual person." Deadline: 14 October 2024

		<ul style="list-style-type: none"> • Assignment 6: Write one-paragraph narrative story, considering the following prompt: “You get a text message from an unknown number saying, ‘Meet me outside. Now.’ What happens next?” Deadline: 14 October 2024
<p>4th Week 14-18 October 2024</p>	<p>Chapter 3: Basic Paragraph Structure</p> <ul style="list-style-type: none"> • Analyzing the Model • The Topic Sentence • Developing Topic Sentences • Supporting Sentences • Supporting Details: Examples • The Concluding Sentence <p>Sentence Structure</p>	
	<p>Chapter 3: Basic Paragraph Structure</p> <ul style="list-style-type: none"> • Preparation for Writing • Outlining • The Detailed Outline • Writing Process 	<ul style="list-style-type: none"> • In- Class Task 3: Write an academic paragraph about “a hobby or sport that you enjoy,” considering the basic structure of academic paragraphs. <u>DO NOT FORGET THE COPIES OF CHAPTER 3 PEER REVIEW AND SELF-CHECK! (pg. 258-259)</u> • Assignment 7: Write an academic paragraph about the following topic, considering the basic structure of academic paragraphs: “The death penalty is the best way to control and reduce serious crime. To what extent do you agree?” Deadline: 21 October 2024 • Assignment 8: Reread the model on page 69. Then write a summary of it. Deadline: 21 October 2024
<p>5th Week 21-25 October 2024</p>	<p>Chapter 4: Logical Division of Ideas</p> <ul style="list-style-type: none"> • Analyzing the Model 	

	<ul style="list-style-type: none"> • Organization • Unity in the Supporting Sentences of a Paragraph 	
	<ul style="list-style-type: none"> • Coherence in the Supporting Sentences of a Paragraph • Using Nouns and Pronouns Consistently • Transition Signals • Runs-Ons and Comma Splices <p>Quiz 1: 21 October 2024 (if necessary)</p>	
<p>6th Week 28 October- 1 November 2024</p>	<p>Chapter 4: Logical Division of Ideas</p> <ul style="list-style-type: none"> • Writing Process 	<ul style="list-style-type: none"> • In- Class Task 4: Write about “shopping habits.” <u>DO NOT FORGET THE COPIES OF CHAPTER 4 PEER REVIEW AND SELF-CHECK! (pg. 260-261)</u> • Assignment 9: Write a paragraph according to the following prompt: What are three kinds of stores where students should shop if they want to save money? Give the types of stores and briefly explain how students can save money there. Include examples. Deadline: 4 November 2024 • Assignment 10: Reread “Why Advertisers Care about Young Shoppers” on page 98. Write a summary of the paragraph. Deadline: 4 November 2024
	Timed Writing	
<p>7th Week 4-8 November 2024</p>	<p>Chapter 5: Process Paragraphs</p> <ul style="list-style-type: none"> • Analyzing the Model 	

	<ul style="list-style-type: none"> • Organization: Topic Sentences, Supporting Sentences, Concluding Sentences • 	
	<p>Chapter 5: Process Paragraphs</p> <ul style="list-style-type: none"> • Using Time Order • Sentence Structure • Clauses and Complex Sentences 	
<p>8th Week 11-15 November 2024</p>	<p>Chapter 5: Process Paragraphs</p> <ul style="list-style-type: none"> • Writing Process 	<ul style="list-style-type: none"> • In-Class Task 5: Write a process paragraph about “how to improve yourself to become a good human/ friend/ parent/ teacher etc...” <u>DO NOT FORGET THE COPIES OF CHAPTER 5 PEER REVIEW AND SELF-CHECK! (pg. 262-263)</u> • Assignment 11: Write a process paragraph about “how to prevent domestic violence” or “how to end a toxic relationship.” Deadline: 18 November 2024 • Assignment 12: Write a process paragraph about “how to plan a perfect party.” Deadline: 18 November 2024
<p>Timed Writing Write two paragraphs (one narrative+ one process) in limited minutes.</p>		
<p>VISA 1 (18-22 November 2024)</p>		
<p>10th Week 25-29 November 2024</p>	<p>Chapter 6: Definition Paragraphs</p> <ul style="list-style-type: none"> • Analyzing the Model • Organization • Sentence Structure • Appositives • Adjective Clauses • Complex Sentences with Adjective Clauses Preparation for Writing 	

	<p>Chapter 6: Definition Paragraphs</p> <ul style="list-style-type: none"> • Clustering • Writing Process 	<ul style="list-style-type: none"> • In- Class Task 6: Choose one of the suggested topics: “a word that describes your home culture/ an important term from your major field of the study/ a definition of what a good teacher is/ a definition of culture shock/ what the word <i>success</i> means to you/ a definition of what a leader is.” First, cluster the ideas that come into your mind. Second, prewrite to get ideas, organize your ideas. Then write the first draft. After revising and editing the draft, write a final draft. <u>DO NOT FORGET THE COPIES OF CHAPTER 6 PEER REVIEW AND SELF-CHECK! (pg. 264-265)</u> • Assignment 13: Write a definition paragraph: “What is the meaning of the word <i>family/marriage/love</i> for you?”. Write your definition and then give details to explain. Deadline: 2 December 2024 • Assignment 14: Write a paragraph about “how to define beauty.” Deadline: 9 December 2024 • Assignment 15: Reread the passage “Courage” on pages 122-123. Then paraphrase the paragraph. Deadline: 2 December 2024
<p align="center">11th Week 2-6 December 2024</p>	<p>Chapter 7: Cause/Effect Paragraphs</p> <ul style="list-style-type: none"> • Analyzing the Model • Organization- Topic sentences, Supporting Sentences, Concluding sentences of Cause/Effect Paragraphs • Cause/Effect Transition Signals 	
	<p>Chapter 7: Cause/Effect Paragraphs</p> <ul style="list-style-type: none"> • Writing Process 	<ul style="list-style-type: none"> • In-Class Task 7: Write a cause/effect paragraph about “the impact of social media on

		<p>the increasing popularity of plastic surgery and other enhancements.” Cluster the ideas that comes into your mind. prewrite to get ideas, organize your ideas. Then write the first draft. After revising and editing the draft, write a final draft.</p> <p><u>DO NOT FORGET THE COPIES OF CHAPTER 7 PEER REVIEW AND SELF-CHECK! (pg. 266-267)</u></p> <ul style="list-style-type: none"> • Assignment 16: Write a paragraph about “the impact of wars on human psychology.” Deadline: 9 December 2024 • Assignment 17: Write a cause and effect paragraph about “the impact of divorce on couple’s lives.” Deadline: 9 December 2024
<p align="center">12th Week 9-13 December 2024</p>	<p>Chapter 8: Compare/Contrast Paragraphs</p> <ul style="list-style-type: none"> • Analyzing the Model • Organization- Topic sentences, Supporting Sentences, Concluding sentences of Compare/Contrast Paragraphs • Transition Signals for Comparison • Transition Signals for Contrast 	
	<p>Chapter 8: Compare/Contrast Paragraphs</p> <ul style="list-style-type: none"> • Writing Process 	<ul style="list-style-type: none"> • In-Class Task 8: Prepare interview questions about the culture in your friend’s hometown and then conduct the actual interview. After gathering information, write a paragraph about “the cultural similarities and differences between your hometown and your friend’s hometown.” Prewrite to get ideas, organize your ideas. Then write the first draft. After revising and editing the draft, write a final draft.

		<p><u>DO NOT FORGET THE COPIES OF CHAPTER 8 PEER REVIEW AND SELF-CHECK!</u> (pg. 268-269)</p> <ul style="list-style-type: none"> • Assignment 18: Write a paragraph about “the similarities and differences of being a woman in Middle Ages and in the 21st century.” Deadline: 16 December 2024 • Assignment 19: Write a paragraph about “the similarities and differences between Turkish series and Netflix series.” Deadline: 16 December 2024
<p>13th Week 16-20 December 2024</p>	<p>Timed Writing Write two paragraphs (one compare/contrast+one cause/effect) in limited minutes.</p> <p>Quiz 2:16 December 2024 (if necessary)</p>	<ul style="list-style-type: none"> • Assignment 20: Write a narrative paragraph, completing the following story: “One day, I woke up and decided to take revenge on my ex.” What happens next? Deadline: 23 December 2024 • Assignment 21: Write a definition paragraph about the types of toxic love: love bombing, gaslighting, and ghosting. Deadline: 23 December 2024 • Assignment 22: Write a process paragraph about how to survive alone on a desert land. Deadline: 23 December 2024
	<p>Timed Writing Write two paragraphs (one cause/effect+one compare/contrast) in limited minutes.</p>	<ul style="list-style-type: none"> • Assignment 23: Write a compare/contrast paragraph about Generation X, Y, and Z. Deadline: 30 December 2024 • Assignment 24: Write a cause/effect paragraph about the causes and effects of procrastination on academic success. Deadline: 30 December 2024

<p style="text-align: center;">14th Week 23-27 December 2024</p>	<p style="text-align: center;">Chapter 9: Essay Organization</p> <ul style="list-style-type: none"> • Analyzing the Model • Organization • Introductory Paragraphs • Body Paragraphs • Concluding Paragraphs • Transition between Paragraphs 	
	<p style="text-align: center;">Chapter 9: Essay Organization</p> <ul style="list-style-type: none"> • Essay Outlining • Writing Process 	<ul style="list-style-type: none"> • In-Class Task 9: Write an essay about “kinds of lies.” Prewrite to get ideas. Organize your ideas. Outlining. Write the first draft. Revise and edit the draft. Write the final draft. <u>DO NOT FORGET THE COPIES OF CHAPTER 9 PEER REVIEW AND SELF-CHECK! (pg. 270-271)</u> • Assignment 25: Write an essay about the most important kinds of music in your culture in 70s,80s,90s,2000s etc. Describe the categories of music and include examples and explanations. Deadline: 30 December 2024
<p style="text-align: center;">15th Week 30 December 2024- January 3 2025</p>	<p>Timed Writing Topic and Time Surprise☺</p>	
	<p>Timed Writing Topic and Time Surprise☺</p>	
<p>VISA 2 (6-10 January 2025)</p>		

- Buy a thick folder for your portfolio. On the first page of your portfolio, place a cover that includes your full name and department.
- Put the syllabus on the second page of your portfolio in order to follow the flows of the course, in-class tasks, and assignments.
- Put A4 sheets in your portfolio to use for in-class tasks.

- **Make photocopies of the *Peer Review* and *Writer's Self-Check* sections located on pages 254-271 of your book and place them in your portfolio. These will be needed for in-class tasks.**
- **Please make a photocopy of the table on pages 250-252 and include it in your portfolio to understand teacher's feedback.**
- **Please be mindful of deadlines.**
- **By the end of the term, your portfolio will include 25 assignments and 9 in-class tasks (extra assignments and tasks may be given). Make sure you complete all of them.**
- **Best wishes to each of you for a safe, productive, and successful semester.**