Kingdom of Saudi Arabia

The National Commission for Academic Accreditation & Assessment

COURSE SPECIFICATION

Njm 163

Writing
Course Description
ENGLISH: 163– Writing Skills
Contact hours: 2
Faculty of Science and Humanitarian Studies, Al-Ghat
Institution Majmaah University
Department of Business Management (BM)
Name of faculty member responsible for the course : Hanan Ahmed Sanad
Level/year at which this course is offered : Level 2/ 1st year
Pre-requisites for this course (if any): none
Location: Al-Ghat

Objectives:
The course is designed to strengthen students’ writing skills. The purpose is to make students self reliant in thinking, visualizing and organizing material. Beginning with sentences and progressing to paragraphs, students will learn to construct clearly written, logically organized and grammatically correct assignments.

Overall Course Objective:
It is expected that after successfully completing this course, students will be able to:
- Write grammatically correct sentences.
- Compose effective and well organized paragraphs with relevant & required details.
- Apply accurate capitalization and punctuation in writing.
- Understand and use grammatical structures effectively in their writings.
- Communicate in writing to provide information and ideas with accuracy.
**Attendance Requirement:**
Because acquiring writing skills is a gradual process that requires continual practice, regular attendance in ENGL163 is required. A student having 25% absence of total lectures will be debarred from the final exam.

**Grading**
Final grades will be based on the three written exams. At least 60 marks are required to pass. Details regarding exams are:
- Quarter term exam: 20 marks.
- Mid. term exam: 20 marks.
- Participation: 10 Marks
- Final term exam: 50 marks.
- Total: 100 marks.

**Support Services:**
Students often require assistance beyond that which is offered during scheduled lecturing hours. Extra help can be arranged by visiting the concerned lecturer in his office hours.

**Textbook:**
*First Steps in Academic Writing, by Ann Hogue, Pearson ESL.*
The book provides beginning level students with a dependable process for achieving success in a variety of writing tasks. The text's six units follow a consistent skill-building format including controlled and free writing, revising, and editing.
The book provides ample models and numerous opportunities for the learners to quickly grasp and acquire effective writing habits.
Organizing the writing task—each chapter follows this dependable approach to the writing task.
A logical utilitarian linking of each writing task with the grammar needed to accomplish it.
A wealth of individual, pair, and group activities, ensuring interaction and peer learning in the classroom.
## Course Description

<table>
<thead>
<tr>
<th>Week</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td><strong>General Introduction of the Course.</strong></td>
</tr>
</tbody>
</table>
| 2nd week | **Unit 1: Introducing People**  
**Prewriting: Taking Notes**  
**Paragraph Form, What is a Sentence** |
| 3rd week | **Unit 1: Introducing People**  
**Simple Sentence, Free Writing** |
| 4th week | **Unit 2: Writing Instructions**  
**Prewriting: Brainstorm**  
**Time Order Paragraph** |
| 5th week | **Unit 2: Compound Sentences**  
**Capitalization, Commas, Writing Practice** |
| 6th week | **Unit 3: Describing**  
**Prewriting: Descriptive Details**  
**Space-Order Paragraph** |
| 7th week | **Unit 3: Describing**  
**Adjectives, Prepositions**  
**Prepositional Phrases, Clustering** |
| 8th week | **Unit 4: Listing Characteristics**  
**Three Parts of a Paragraph**  
**Review of Simple and Compound Sentences** |
| 9th week | **Unit 4: Listing Characteristics**  
**Adverbs, Writing Practice 4** |
| 10th week | **Unit 5: Stating Reasons and Using Examples**  
**Model Paragraphs**  
**Independent and Dependent Clauses** |
| 11th week | **Unit 5: Stating Reasons and Using Examples**  
**Commas, Capitalization** |
| 12th week | **Revision** |
| 13th week | **Unit 6: Expressing your Opinions**  
**Facts and Opinions, Adverb Clauses** |
| 14th week | **Unit 6: Expressing your Opinions**  
**Business Letter Form**  
**Practice** |
| 15th week | **Revision & Final Exam.** |