|  |  |
| --- | --- |
| **Course Title:** | **Essay Writing** |
| **Course Code:** | **ENG 312** |
| **Program:** | **B.A English** |
| **Department:** | **English** |
| **College:** | **Science And Humanities, Rumah** |
| **Institution:** | **Majmaah University** |

Table of Contents

[A. Course Identification 3](#_Toc951372)

[6. Mode of Instruction (mark all that apply) 3](#_Toc951373)

[B. Course Objectives and Learning Outcomes 3](#_Toc951374)

[1. Course Description 3](#_Toc951375)

[2. Course Main Objective 3](#_Toc951376)

[3. Course Learning Outcomes 3](#_Toc951377)

[C. Course Content 4](#_Toc951378)

[D. Teaching and Assessment 4](#_Toc951379)

[1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods 4](#_Toc951380)

[2. Assessment Tasks for Students 4](#_Toc951381)

[E. Student Academic Counseling and Support 5](#_Toc951382)

[F. Learning Resources and Facilities 5](#_Toc951383)

[1.Learning Resources 5](#_Toc951384)

[2. Facilities Required 5](#_Toc951385)

[G. Course Quality Evaluation 5](#_Toc951386)

[H. Specification Approval Data 6](#_Toc951387)

# A. Course Identification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Credit hours:2** | | | |  | | | | | | | | | | | | |
| **2. Course type** | | | | | | | | | | | | | | | | |
| **a.** | University | |  | | College | | |  | Department | | | | **\*** | Others |  |  |
| **b.** | | Required | | | | **\*** | Elective | | |  |  | | | | | |
| **3. Level/year at which this course is offered:**  **Level four** | | | | | | | | | | | |  | | | | |
| **4. Pre-requisites for this course** (if any)**:** **ENG 213** | | | | | | | | | | | | | | | | |
| **5. Co-requisites for this course** (if any)**:NA** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |

## 6. Mode of Instruction (mark all that apply)

| **No** | **Mode of Instruction** | **Contact Hours** | **Percentage** |
| --- | --- | --- | --- |
| **1** | **Traditional classroom** | **30** | **100%** |
| **2** | **Blended** |  |  |
| **3** | **E-learning** |  |  |
| **4** | **Distance learning** |  |  |
| **5** | **Other** |  |  |

**7. Contact Hours** (based on academic semester)

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Contact Hours** |
| **1** | **Lecture** | **30** |
| **2** | **Laboratory/Studio** |  |
| **3** | **Tutorial** |  |
| **4** | **Others** (specify) |  |
|  | **Total** | **30** |

# B. Course Objectives and Learning Outcomes

|  |
| --- |
| 1. Course Description |
| **This course is a sequel to Eng. 213 and introduces students to the various steps/processes involved in writing an essay. It develops writing skills of students through providing them an opportunity to write a variety of essays ranging from a simple type of ‘process essay’ to a relatively complexed type of ‘problem-solution essay’.** |
| 2. Course Main Objective |
| * 1. **Learn the structure of a five-paragraph essay**  1. **Apply different strategies to write the introduction.** 2. **Write a clear thesis statement** 3. **Develop a unified, coherent and complete essay.** 4. **Back general statements with effective examples.** 5. **Support examples with specific details to illustrate a point.** 6. **Proofread for minor/major grammar and mechanical errors.** 7. **Use correct grammar in the following points: tenses, modifiers, rules of punctuation, relative pronouns, and prepositions.** |

## 3. Course Learning Outcomes

| **CLOs** | | **Aligned****PLOs** |
| --- | --- | --- |
| 1 | **Knowledge and Understanding** |  |
| 1.1 | **Learn various steps/processes involved in writing an essay.** | **K1&5** |
| 1.2 | **Identify various structures of writing for different types of essays ranging from a simple type of ‘process essay’ to a relatively complexed type of ‘problem-solution essay’.** |
| 1.3 | **Comprehend the correct use of various mechanics of grammar in writing.** |
| **2** | **Skills :** |  |
| 2.1 | **Enhance their time management skills by writing different essays within a stipulated time.** | **S1, 2 & 3** |
| 2.2 | **Build their critical thinking skills by practicing how to effectively support a point with convincing evidence/reasons/examples/facts & figures.** |
| 2.3 | **Develop their communication skills (in writing) by practicing how to present their point/analysis in a brief and coherent fashion.** |
| **3** | **Values:** |  |
| 3.1 | **Appraise their writing attempts on various types of essays against the work of a classmate or a group.** | **C1&2** |
| 3.2 | **Act both responsibly and effectively exhibiting interpersonal skills in peer/group activities.** |

# C. Course Content

|  |  |  |
| --- | --- | --- |
| **No** | **List of Topics** | **Contact Hours** |
| 1 | Introduction to Essay Writing | 2 |
| 2 | Chapter 1: Getting Ready to Write | 2 |
| 3 | Chapter 2: Writing Paragraphs | 2 |
| 4 | Chapter 3: Revising and Editing | 2 |
| 5 | Chapter 4: Writing Essays | 2 |
| 6 | Chapter 5: Process Essays | 2 |
| 7 | Chapter 6: Division and Classification Essays | 2 |
| 8 | Mid Term Exam (I) | 2 |
| 9 | Chapter 7: Cause and Effect Essays | 2 |
| 10 | Chapter 8: Comparison and Contrast Essays | 4 |
| 11 | Chapter 9: Problem-Solution Essays | 4 |
| 12 | Mid Term Exam (II) | 2 |
| 13 | Revision for the ‘Final Exam’ | 2 |
| 14 | Introduction to Essay Writing | 2 |
| 15 | Chapter 1: Getting Ready to Write | 2 |
| **Total** | | 30 |

# D. Teaching and Assessment

## 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| **Code** | **Course Learning Outcomes** | **Teaching Strategies** | **Assessment Methods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge and Understanding** | | |
| 1.1 | Learn various steps/processes involved in writing an essay. | Lectures  •Class discussions and exercises  • Presentations  • Reading and library assignments  •Group work | Quizzes  •Assignments  •Presentations  •Peer Evaluation  •Mid Exams  •Final Exam |
| 1.2 | Identify various structures of writing for different types of essays ranging from a simple type of ‘process essay’ to a relatively complexed type of ‘problem-solution essay’. |
| 1.3 | Comprehend the correct use of various mechanics of grammar in writing. |
| **2.0** | **Skills** | | |
| 2.1 | Enhance their time management skills by writing different essays within a stipulated time. | •Class discussions and exercises  • Presentations  • Reading and library assignments  •Group work | •Quizzes  •Assignments  •Presentations  •Peer Evaluation  •Mid Exams  •Final Exam |
| 2.2 | Build their critical thinking skills by practicing how to effectively support a point with convincing evidence/reasons/examples/facts & figures. |
| 2.3 | Develop their communication skills (in writing) by practicing how to present their point/analysis in a brief and coherent fashion. |
| **3.0** | **Values** | | |
| 3.1 | Appraise their writing attempts on various types of essays against the work of a classmate or a group. | •Lectures  •Class discussions and exercises  • Presentations  • Reading and library assignments  •Group work | •Quizzes  •Assignments  •Presentations  •Peer Evaluation  •Mid Exams  •Final Exam |
| 3.2 | Act both responsibly and effectively exhibiting interpersonal skills in peer/group activities. |

## 2. Assessment Tasks for Students

| **#** | **Assessment task\*** | **Week Due** | **Percentage of Total Assessment Score** |
| --- | --- | --- | --- |
| **1** | Quizzes, Assignments/ Presentations | Ongoing | 10 |
| **2** | Mid-term exams | Week 8 & week 14 | 40 |
| **3** | Final exam | Week 16 | 50 |

**\*Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

# E. Student Academic Counseling and Support

|  |
| --- |
| **Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :** |
| Dr. Sanaa Khatter  Office hours: Monday & Wednesday (1000-1100 a.m.)  Email Address: s.khatter@mu.edu.sa  Mr. Muhammad Naeem Ahmed  Office hours: Monday (1100 a.m. -1200 noon)  Thursday (1000 -1100 a.m.)  Email Address: [m.rasheed@mu.edu.sa](mailto:m.rasheed@mu.edu.sa) |

# F. Learning Resources and Facilities

## 1.Learning Resources

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Required Textbooks** | |  |  |  |  | | --- | --- | --- | --- | | ***Date of Publication*** | ***Publisher*** | ***Author*** | ***Book*** | | ***2010 (Third Edition)*** | ***New York : Pearson Education*** | ***Blanchard, K. & Root, C.*** | ***Ready to Write 3*** | |
| **Essential References Materials** | |  |  |  |  | | --- | --- | --- | --- | | ***Date of Publication*** | ***Publisher*** | ***Author*** | ***Book*** | | ***2007*** | ***Markham, Ont.: Pembroke*** | ***Mackenzie, J.*** | ***Essay writing: Teaching the basics***  ***from the ground up*** | |
| **Electronic Materials** | * + [***http://lklivingston.tripod.com/essay/***](http://lklivingston.tripod.com/essay/)   + [***https://www.toppr.com/guides/english/writing/essay/***](https://www.toppr.com/guides/english/writing/essay/)   + [[***https://www.internationalstudent.com/essay\_writing/essay\_tips/***](https://www.internationalstudent.com/essay_writing/essay_tips/)](http://www.sparknotes.com/)   + [***https://www.fastweb.com/student-life/articles/essay-tips-7-tips-on-writing-an-effective-essay***](https://www.fastweb.com/student-life/articles/essay-tips-7-tips-on-writing-an-effective-essay)   + [***https://grammar.yourdictionary.com/writing/how-to-write-an-essay.html***](https://grammar.yourdictionary.com/writing/how-to-write-an-essay.html) |
| **Other Learning Materials** | ***Material provided by the course instructor*** |

## 2. Facilities Required

| **Item** | **Resources** |
| --- | --- |
| **Accommodation**  (Classrooms, laboratories, demonstration rooms/labs, etc.) | classroom |
| **Technology Resources**  (AV, data show, Smart Board, software, etc.) | smartboard |
| **Other Resources**  (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) |  |

# G. Course Quality Evaluation

| **Evaluation**  **Areas/Issues** | **Evaluators** | **Evaluation Methods** |
| --- | --- | --- |
| Effectiveness of teaching and assessment | Faculty  Head of the Department  Others (Vice Dean-Academic Affairs) | Direct  Indirect |
| Extent of achievement of course learning outcomes | Faculty  Others (Vice Dean-Academic Affairs & Vice Dean-Quality) | Direct  Indirect |
| Quality of learning resources | Faculty  Head of the Department  Others (Vice Dean-Academic Affairs & Vice Dean-Quality) | Direct  Indirect |

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

**Evaluators** (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

**Assessment Methods** (Direct, Indirect)

# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** | Department Council. |
| **Reference No.** | Department Council Meeting No.3 |
| **Date** | 7-2-1442 H |