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**Department of English**

**College of Basic Education**

**University of Salahaddin**

**Subject: Academic writing**

**Class hours: 3 hours per week**

**Lecturers’ name: Chinar Kamal Tayib**

**Academic Year: 2022/23**

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| **1. Course name** | **Academic Writing** |
| **2. Lecturer in charge** | **-** |
| **3. Department/ College** | **English/ College of Basic Education** |
| **4. Contact** | **Chinar.tayib@su.edu.krd** |
| **5. Time (in hours) per week**  | **Theory: 2****Practical: 1**  |
| **6. Office hours** | **Sunday to Thursday** |
| **7. Course code** |  |
| **8. Teacher's academic profile**  | **Master of Arts in Literature.****A lecturer at College of Basic Education/ English Language Department.** |
| **9. Keywords** | **Academic writing, CV, Emails, types** |
| **10. Course overview:** The aim of this course and subject is to explain and give an overview to some crucial points in regards to academic writing skills. This might help the students in their future career and help them in pursuing their MA studies as well. It also helps them to practise what they have learnt from the fresher, sophomore and junior class subjects. In addition, this subject will help the students build confidence in teaching and working in private sectors.  |
| **11. Course objective:**1. Students will be able to understand what academic writing is.
2. Students will also be able to find out the importance of academic writing skills as a student and teacher.
3. Students will be able to write essays academically.
4. Students will be able to learn how to write CV and emails.
5. Students will be able to differentiate between formal and informal letter or email writings.
6. Students will be able to structure essay writing in an academic way.
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| **12. Student's obligation*** Each student should write at least 2 academic essays and hand them to the teacher.
* Students should write their own CV and present it in the class for the group and class discussion.
* Students should exchange emails at least 2 times with their classmates and the teacher.
* Students’ participation is taken into account.
* Students are recommended to attend the lectures.
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| **13. Forms of teaching**A number of teaching aids are used in the classroom: data show projector, power point, whiteboard, and hand-outs.  |
| **14. Assessment scheme*** First written Exam: 15
* Second written exam: 15
* Daily participation: 05
* Report project: 05
* Final Written Exam: 60 Marks
* **Rubric to assess students’ writings**
* **Task Achievement**: Answer the question, Write the number of words required.
* **Coherence and Cohesion**: Use Paragraphs, have a strong introduction and conclusion with one main idea in each of the body paragraphs.
* **Lexical Resource**: Linking words to connect your sentences, Academic vocabulary, correct spelling.
* **Grammatical Range and Accuracy**: Variety and correct
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| **Topics:** |  |
| 1. What’s academic writing?
2. How is academic writing different?
3. The difference between formal and informal writing?
4. Cause and effect essays
5. Comparison and contrast essays
6. Argumentative essays
7. Writing CV
8. Emails
9. Types of writing emails
10. Word choice in writing emails
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| **Week one:**An introduction to the subject (academic writing)What is academic writing?Why academic writing?Showing examples of academic writingThe importance of academic writing Principles of academic writing?What to avoid in academic writingWord choice differencesGrammar differences**Week two:** Writing essaysCause and Effect essays**Week three:**Comparison and Contrast essays**Week four:**Argumentative essays**Week five:**What is a CV?Why CV?Ways of writing a good CVWhat to include in CV**Week six:**What's the cover letter in the CV?Why is a cover letter important?Writing a CV by students and evaluate it**Week seven:**What’s email?Types of email writingRequesting informationComplaint Job vacancy **Week eight:**How to write a requesting letter or emailPractice with students (write an email)**Week nine:**How to write a personal emailPractice with students (write an email)**Week ten**How to write a job application emailPractice with students (write an email)**Week eleven:** How to write a letter or an email of complaint Practice with students (write an email) |
| **21. Peer review پێداچوونه‌وه‌ی هاوه‌ڵ**   |