

August 2023

King Saud University  
College of Applied Studies and Community Service



## English Writing Skills (NJM 1142)

### Course Syllabus

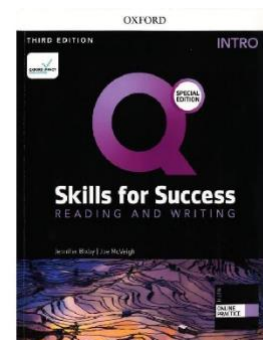
<b>Course Instructor:</b> Haya Alnafisa	<b>Email:</b> halnafis@ksu.edu.sa
<b>Office:</b>	<b>Office Hours:</b> by email & appointment
<b>Class time:</b> 1-4 p.m	<b>Location:</b> Online via Blackboard/ZOOM
<b>Semester:</b> 1st	<b>Academic Year:</b> 2023-2024/1445

#### Course Description:

This is an introductory course in 'Writing' where beginning-level students are to be taught basic writing skills. This is done through scaffolding the writing process with strong emphasis on vocabulary and grammar in the first steps of the process. The students are trained to build vocabulary that would be required to write simple and cohesive topic-related sentences. They are made to produce grammatically correct sentences. They are equipped with the skill of exploring ideas. Focus is also made on the mechanics of writing as in punctuation, capitalization and other necessary tools. They are taken through the steps of brainstorming, prewriting activities, outlining, drafting and editing. At the end of this short course, the learners are expected to write short and simple sentences to describe common everyday topics. They will also learn how to write a formal email.

#### Textbook:

Jennifer Bixby and Joe McVeigh. (2020) *Q: Skills for Success, Special Edition, Reading and Writing (Intro)*. Oxford University Press. (Third Edition)



#### References:

Oxford Advanced Learner's Dictionary.  
Oxford Dictionary App

#### Grade Distributions:

- Mid-Term: 30%
- Quizzes: 10% (2 quizzes)
- Participation: 10%
- Assignments: 10% (9 assignments)
- Final Exam: 40%

#### Class Policy:

- This course is an online course. All lectures, quizzes, participation and assignments will be online.
- **The Mid-Term and the final exam will be on-site.**
- In case you be absent for the Mid-Term exam, you need to have an extreme reason for being absent and present a written excuse of your absence.

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- You must attend all the on-line classes and be on time.
- You must be active during classes and participate.

### Course Plan

Week	Date	Lecture	Assignment
1.	20-24/8/2023	Registration	-----
2.	27-31/8/2023	Introduction	-----
3.	3-7/9/2023	Unit-1: <b>Writing skill:</b> Writing simple sentences. <b>Building vocabulary:</b> using descriptive adjectives	-----
4.	10-14/9/2023	Unit-1: <b>Grammar:</b> Present of be; Simple present affirmative statements	<b>Write sentences to describe yourself.</b> (1 point)
5.	17-21/9/2023	Unit-2: <b>Writing skill:</b> Editing for capitalization and punctuation <b>Building vocabulary:</b> recognizing word families <b>Grammar:</b> Simple present	<b>Write sentences to describe your college/ school.</b> (1 point)
6.	24-28/9/2023	Unit-3: <b>Writing skill:</b> Writing complete meaningful sentences. <b>Grammar:</b> Adjectives and adverbs <b>Quiz 1 (unit 1 &amp; unit 2 included)</b>	<b>Write sentences to talk about a special meal or celebration.</b> (1 point)
7.	1-5/10/2023	Unit-4: <b>Writing skill:</b> Capitalizing proper nouns <b>Building vocabulary:</b> Using verb+ noun collocations <b>Grammar:</b> Subject and object pronouns	<b>Write about how you have fun.</b> (1 point)
8.	8-12/10/2023	<b>Mid-Term (4 units included)</b>	-----
9.	15-19/10/2023	Unit-5: <b>Writing skill:</b> Subject-verb agreement in different sentence types.	-----
10.	22-26/10/2023	Unit-5: <b>Building vocabulary:</b> identifying word categories <b>Grammar:</b> prepositions of location	<b>Write about your favourite building.</b> (1 point)
11.	29/10/2023-2/11/2023	Unit-6: <b>Writing skill:</b> Editing checklist <b>Building vocabulary:</b> using collocations <b>Grammar:</b> Modals can, could, and should	<b>Write about how to change an unhealthy habit.</b> (1 point)
12.	5-9/11/2023	Unit-7: <b>Writing skill:</b> Identifying fragments and complete sentences. <b>Building vocabulary:</b> identifying word families. <b>Grammar:</b> Past of be; simple past affirmative statements <b>Quiz 2 (unit 5 &amp; unit 6 included)</b>	<b>Write sentences to describe a city you visited in the past.</b> (1 point)
13.	12-16/11/2023	Unit-8: <b>Writing skill:</b> Writing sentences with 'and' <b>Grammar:</b> simple past with regular and irregular verbs	<b>Write about how technology helps people.</b> (1 point)
14.	19-23/11/2023	Holiday	-----
15.	26-30/11/2023	The essentials of composing an email.	<b>Write an email applying for a job.</b> (2 point)

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16.	3-7/12/2023	Revision & Make Up Exam	-----
17.	10-14/12/2023	Finals	-----

### Assignment Rubric

	Poor	Moderate	Good	Very Good	Excellent
<b>Sentences have correct capitalizations.</b>	0 No mastery of conventions. Dominated by errors of capitalization, Or not enough to evaluate	.25 Frequent errors of capitalization.	.50 Occasional errors of capitalizations.	.75 Rare errors of capitalization.	1 All sentences have correct capitalization
<b>Sentences have correct punctuations.</b>	0 No mastery of conventions. Dominated by errors of punctuation, Or not enough to evaluate	.25 Frequent errors of punctuations.	.50 Occasional errors of punctuations.	.75 Rare errors of punctuation.	1 All sentences have correct punctuation.
<b>Sentences have correct spelling.</b>	0 No mastery of conventions. Dominated by errors of spelling. Or not enough to evaluate	.25 Frequent errors of spelling.	.50 Occasional errors of spelling.	.75 Rare errors of spelling.	1 All sentences have correct spelling
<b>Every sentence has a subject and a verb.</b>	0 No mastery of conventions. All sentences are fragments. Or not enough to evaluate	.25 Most of the sentences miss a subject or a verb.	.50 Three sentences miss a verb or a subject	.75 Two sentences miss a verb or a subject	1 All sentences have a subject and a verb.
<b>Sentences use good subject-verb agreement.</b>	0 No mastery of conventions. Sentences are dominated by errors in subject-verb agreement. Or not enough to evaluate	.25 Sentences contain frequent errors in subject-verb agreement.	.50 Sentences contain occasional errors in subject-verb agreement.	.75 Sentences contain rare errors in subject-verb agreement.	1 All sentences use good subject-verb agreement.
<b>Sentences include information about the question topic.</b>	0 Sentences do not include information about the topic of the question. Or not enough to evaluate	.25 Two Sentences only include information about the topic of the question	.50 Four of the sentences include information about the topic of the question.	.75 Five sentences include information about the topic of the question.	1 All sentences include information about the topic of the question.

*All the bests.*