

SYLLABUS
English Level 2 Writing

Course Information			Class Information	
Name	Code	Section	Requirements	Contact hours
English Level 2 Writing	ENGU 1402		CEPA 160-169 Or 60% in Level 1	Approx. 64 per quarter
Teacher Information				
Name	Desk	Office Hours	E-mail	
			@uae.ac.ae	
Class Information				
		Day/Time		
Room #				
Lab #				
Course Description: <u>Writing</u>				
This is a pre-intermediate level writing strand. In this part of the Level 2 course, you will learn to:				
<ul style="list-style-type: none"> • Write on a variety of personal topics. 				
<ul style="list-style-type: none"> • Transfer information from a diagram into a short multi-paragraph report. <ul style="list-style-type: none"> ○ 1. Table 2. Line Chart 				
<ul style="list-style-type: none"> • Write a multi-paragraph report under timed exam conditions. <ul style="list-style-type: none"> ○ Table 				
<ul style="list-style-type: none"> • Write a multi-paragraph essay under timed exam conditions. <ul style="list-style-type: none"> ○ Agree/disagree 				
<ul style="list-style-type: none"> • Portfolio – students complete a range of compositions that promote personal and academic writing. 				
<ul style="list-style-type: none"> • Demonstrate increasing accuracy in word choice, spelling, punctuation and grammar. 				
<i>complex sentence forms</i>		<i>compound sentences</i>		<i>comparatives/superlatives</i>
<i>cohesive markers</i>		<i>modals</i>		<i>pronoun referencing</i>

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Course Materials: <u>Writing</u>	
<ul style="list-style-type: none"> Level 2 Writing iBook + range of Nearpod presentations/exercises 	
Apps	Nearpod, Keynote, Pages, neu.Annotate

Course Organization			
Week	Task/Event		
1	Writing Project 1: Which is Better (Grammar)		
2	First draft (100 minutes only)	Feedback on outline/ Essay writing: structure, cohesion, vocabulary, etc.	Writing Project 1 due (5%) Final draft (100 minutes only)
3	Info Transfer 1 - comparison tables, language of comparison (Grammar)	Info Transfer 1 – comparison tables, language of comparison (2%) (25 minutes) Teacher's choice of exam paper	Introduction to academic essay: introduction, body, conclusion, transition vocabulary
4	Writing Project 2 (supporting an opinion –agree/disagree) (Grammar)		
5	Writing Project 2 (supporting an opinion –agree/disagree) (Grammar)		First draft (100 minutes only)
6	Feedback on outline/ Essay writing: structure, cohesion, vocabulary, etc.	Writing Project 2 due (5%) Final draft (100 minutes only)	Timed Writing Exam Practice (agree/disagree essay) (Grammar)
7	<u>PRACTICE EXAM</u>	Timed Writing Exam (20%) 70 minutes Task 1: Comparison Table – (8%) Task 2: agree/disagree essay – (12%)	Information Transfer 2: Temporal Line Chart
8	Information Transfer 2: Temporal Line Chart		Information Transfer 2: Temporal Line Chart (2%) (25 minutes) Teacher's choice of exam paper
			Portfolio/Homework (6%) Final Sample, Guided Reflection (Letter to next writing teacher)

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Assessment			
Weeks 1-8			
Week	Component	Description	%
2	Writing Project 1	An essay that requires the writer to take a position or express an opinion	5
3	Information Transfer 1	A short essay that describes a table comparing two things or places	2
6	Writing Project 2	An agree disagree essay where the writer supports an opinion	5
7	Timed Writing Exam	A short essay on a comparison table and a longer essay on an agree disagree topic	20
8	Information Transfer 2	A short essay that describes a temporal line chart	2
8	Portfolio/Teacher Grade	Instructor's choice	6
		Writing Total	40/100

Grade Distribution					
%	Letter	Grade Points	%	Letter	Grade Points
90-100	A	4.0	70-74	C	2.0
85-89	B+	3.3	65-69	D+	1.3
80-84	B	3.0	60-64	D	1.0
75-79	C+	2.3	0-59	F	0
Letter grades will not appear on your official UAEU transcript and no grade points are awarded.					

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Attendance Policy	
<p>Attendance is taken after the first five minutes of class. Absences are calculated for the course as a whole and absences from each component (Integrated Skills and Writing and Extended Reading) are added together. If your absences reach 15%, you will not be able to take any examinations. It is your responsibility as a student to keep track of your absences. Failure to do so will not be considered a valid reason to excuse an absence.</p>	
Integrated Skills and Writing (Provisional)	4 classes = 5% warning
	7 classes = 10% warning
	11 classes = 15% = FAILED ATTENDANCE
Exam Policies	
ID	<p>You must show an approved photo ID.</p> <ul style="list-style-type: none"> • Approved IDs: Official UAEU Student ID, Passport, National ID, Driver's License <ul style="list-style-type: none"> ○ If your photo ID is not approved, you must show an approved ID within 2 working days after the exam. ○ No approved ID after exam = Grade of 0 (Absence Policy applies) ○ No photo ID before exam = No exam (Absence Policy applies)
Lateness	If you are more than 10 minutes late for an exam, you cannot take the exam at that time.
Absence (including more than 10 minutes late)	<p>Final Exam: Make-up exam is possible in the next semester if your grade before the final exam is > 60% <i>and</i> your absence is excused:</p> <ul style="list-style-type: none"> • Go to Student Affairs <u>immediately</u> to ask if you can take the make-up exam: <ul style="list-style-type: none"> ➤ Grade > 60% <i>and</i> Excused Absence (needs written proof): No penalty (Grade = Incomplete) ➤ Grade < 60% <i>or</i> Unexcused Absence: No make-up exam (Grade = F)