

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. 										
<table border="1"> <tr> <td><i>complex sentence forms</i></td> <td><i>compound sentences</i></td> <td><i>comparatives/superlatives</i></td> </tr> <tr> <td><i>cohesive markers</i></td> <td><i>modals</i></td> <td><i>pronoun referencing</i></td> </tr> </table>		<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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Level 2 Writing Pacing Guide

IS Topics & Project	Day Week	Task/Event				%
		Sunday	Monday	Tuesday	Wednesday	
University Life	1	Info Transfer 1 (IT1) – Comparison Tables				
	2	IT1 In class test – Comparison Tables (2%)	Writing Project 1 (WP1) – Which is Better		WP1 First Draft – 100 Minutes (in class)	2
Employment	3	WP1 First Draft Feedback			WP1 Final Draft – Which is Better (in class) (5%)	5
	4	Introduction to Academic Essay: Introduction, Body, Conclusion, Transition Vocabulary	Writing Project 2 (WP2) Supporting an Opinion – Agree/Disagree			
Discovery & Exploration	5				WP2 First Draft – 100 Minutes (in class)	
	6	WP2 First Draft Feedback		WP2 Final Draft – Agree/Disagree (in class) (10%)	Timed Writing Exam (TWE) – Practice	10
Health & Medicine	7	Timed Writing Exam (TWE) – One Task, Agree/Disagree (in class) (12%)	Information Transfer 2 (IT2) – Temporal Line Chart			12
	8			IT2 In class test – Temporal Line Chart (5%)	Portfolio and/or Homework /Teacher Grade (6%)	5 6
					Total:	40

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Assessment			
Weeks 1-8			
Week	Component	Description	%
2	Information Transfer 1	A short report that describes a table comparing two things or places	2
3	Writing Project 1	An essay that requires the writer to take a position or express an opinion	5
6	Writing Project 2	An agree disagree essay where the writer supports an opinion	10
7	Timed Writing Exam	An agree disagree essay where the writer supports an opinion	12
8	Information Transfer 2	A short report that describes a line graph	5
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 immediately 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)