Kod dan Nama Kursus : BBI3421 EXPOSITORY WRITING
Kredit : 3(2+1)
Penyelaras/ Pengajar : Yong Mei Fung
Semester : Pelbagai
Tempat dan Masa Kuliah :
Objektif Kursus : By the end of the course, students will be able to:
1. use a variety of techniques to generate ideas for Writing (P4),
2. write unified paragraphs with appropriate supporting points and details (C5),
3. compose coherent essays using different rhetorical modes (C5),
4. evaluate essays critically(A3), and
5. contribute to the planning and coordinating of group work (TS4)

KANDUNGAN/CONTENT

<table>
<thead>
<tr>
<th>MINGGU/WEEK</th>
<th>TAJUK/TOPIC (KULIAH/TUTORIAL/AMALI (Lecture/Tutorial/Practical (Lab) )</th>
<th>BACAAN &amp; AKTIVITI READINGS/ACTIVITIES</th>
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</table>
| 1           | Introduction to the course Overview of process writing
              - Stages of writing
              - Recursive nature of writing
              - Focusing a Subject
              - Adjusting to audience

  Brainstorming Techniques
  - Listing
  - Free writing
  - Clustering | Appendix A

  Writing Practice:
  Think of a topic of your interest and narrow it.
  Use one brainstorming technique to generate ideas.
| 2 | Writing a paragraph  
**Structure of a paragraph**  
- Three parts of a paragraph  
- Topic sentence | Chap. 1  
Appendix A  
Write learning log 1 and send to the dropbox in e-learning platform |
|---|---|
| 3 | Paragraph Writing  
- Writing supporting sentences  
- Writing a concluding sentence | Writing Practice:  
Write an outline with the following elements:  
- topic sentence  
- supporting sentences  
- concluding sentence |
| 4 | Unity  
- Relevance of ideas  
**Coherence**  
- Repetition of key nouns pronouns  
- Key noun substitutes  
- Consistent pronouns  
- Transitional signals | Chap. 2  
Appendix B, C, D |
| 5 | **Sentential Skills**  
- Run-on  
- Fragments  
- Comma splices  
- Parallelism | Chap. 11  
Appendix D & E |
| 6 | **Writing an essay**  
- Structure of an essay  
- Outlining an essay  
- Writing an effective thesis statement  
- Writing an introductory paragraph  
- Writing the body paragraphs  
- Writing a concluding paragraph | Chap. 4 |
| 7 | **Cause and Effect Essay**  
- Structure  
- Language Use | Chap. 6  
Send a copy of your extended paragraph to the dropbox and one to your tutor. Also submit a hardcopy of the extended paragraph as Assignment 1. |
| 8 | **Comparison and Contrast**  
- Structure  
- Language Use | Chap. 7 |
| 9 | Argumentative Essay  
- Structure  
- Language Use | Chap. 9 |
|---|---|---|
| 10 | **Writing Project**  
- Choose a topic of your interest from ONE of these modes of writing: process, comparison and contrast, cause and effect or argumentative.  
- Plan and write an outline  
  - **Introduction:** Write an appropriate thesis statement and selection attention getting method  
  - **Body:** Introduce each supporting idea in a topic sentence. Develop the idea with details or examples  
  - **Conclusion:** Restate the thesis and summarize the main idea | |
| 11 | **Writing First Draft**  
- Draft your essay based on the earlier outline  
- Include appropriate transition markers and make sure the essay has unity and coherence | |
| 12 | **Revising**  
- Revise your essay based on your tutor's feedback  
- Improve the content and essay organization | |
| 13 | **Proofreading**  
- Proofread your essay carefully  
- Write the final draft | Write learning log 2 and send to the dropbox in e-learning platform as well as submit the hardcopies of the learning logs as Assignment 1.  
Submit final draft as Assignment 2. |
| 14 | **Revision** | |

*This course schedule is only a guide. The chapters and appendices are based on the textbook.*
PENILAIAN
Coursework 70%
Final evaluation 30%

BUKU TEKS/TEXTBOOK

RUJUKAN
Course evaluation:

1. Learning logs - 10%
2. Extended paragraph - 10%
3. Writing project - 20%
4. Mid-sem test - 30%
5. Final exam - 30%

Reflective learning logs (10%)

To help you chart your own learning progress, you are required to write two reflective learning logs. The instruction for the learning log will be posted to you via the e-learning announcement. Please send your reflective logs via the dropbox and number them accordingly e.g. Log 1, Log 2. Also, send a hardcopy of the two learning logs to your tutorial centres as Assignment 1. (Deadline week 13.)

Extended paragraph (10%)

Using the prewriting techniques which you have learned brainstorm ideas and write an extended paragraph of about 300 words on a topic of your choice. Send or email the extended paragraph to your tutor to be graded and send a softcopy to my dropbox (Deadline week 7). Please make a hardcopy and send it to your tutorial centres as Assignment 1 (together with Logs 1 and 2 in week 13).

Group project (20%)

This writing project may be in the form of individual or group writing activity. You are required to come out with an outline of the essay, write the thesis statement, then write the first draft of the essay. You can break all these components into smaller chunks and work on it one at a time so that it will be manageable.

By week 11, you should submit your first draft to your tutor for his/her feedback. Based on the tutor’s feedback, make the necessary changes and rewrite a second draft. Once you are satisfied with your work send the final copy to your tutor by the end of week 13. Include all the group members’ names in the front cover and send it as Assignment 2. Also send a copy of this final draft to the e-learning dropbox for my reference. (Deadline week 13.)

Mid-sem test (30%)

Short answer questions and one paragraph outline based on chapters 1, 2, 4 and 11.

Final exam (30%)

30 – 40 multiple choice questions based on all the chapters covered in the course.