

## Syllabus

Course: Writing & Reading (II) (Spring 2012)

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### Course Description

This course, the first year of the two-year writing and reading classes, aims to cultivate students' academic writing and reading skills. For writing, students will learn the major rhetorical forms in order to write cohesive paragraphs and essays. These rhetorical methods include narration, description, exposition, illustration, and chronology/process. As to reading, this class aims to cultivate students' reading comprehension abilities. Reading skills to be taught include scanning, skimming, textual analysis, identification of main point and authors' intention, differentiation of facts and opinions, making inferences, and text appreciation. These skills will be taught via lecture, discussion, homework assignments, peer review, and individual conferences. Through mastery of these skills, students are expected to become active and critical readers and writers.

In particular, this semester we will focus on introduction to essays, summary, process analysis, comparison/contrast, and argumentation. Writing for exams and about films will also be incorporated. Cooperative and project-based work will be emphasized.

### Content for Writing:

1. Invention (brainstorming, outlining, forming a paragraph and an essay)
2. Introduction to the Paragraph
3. Narration
4. Description
5. Exposition
6. Introduction to the Essay
7. Illustration
8. Chronology/Process
9. Classification
10. Synthesis of Rhetorical Forms
11. Grammar Review and Sentence Strategies (Refer to SOGP)
12. Research Skills: Quoting, Summarizing, Paraphrasing, Outlining

### Content for Reading:

1. Scanning
2. Skimming
3. Analyzing Structure
4. Distinguishing Main ideas from Details
5. Determining Facts from Hypotheses
6. Making Inferences
7. Developing and Expanding Vocabulary

### Materials

1. *Refining Composition Skills*, 5th edition (RCS) (政大書城)
2. *Steps to Writing Well with Additional Readings*, 6th edition (SWWAR)
3. Supplementary Handouts

### Schedule (Subject to change according to learners' needs)

Week	Date	Topic
1	2/23	<b>Vocabulary test (1)</b> <b>-Example Essay: Writing (RCS 7: 137-150)</b> Structural analysis of example reading: "Unwritten rules" (RCS 7: 129-132) <b>Essay #1 Example Essay</b>
2	3/01	<b>Exemplary work, structure analysis, &amp; peer review: Essay 1</b> <b>Concordance: Practice</b>
3	3/08	<b>Avoiding Plagiarism</b> <b>Research skills (1): Summarizing (SWWAR 8: 175-176)</b> <b>Research skills (2): Quoting and paraphrasing (SWWAR 14: 383-392)</b> <b>Essay #2: Summary, paraphrase, and quoting</b>
4	3/15	<b>Research skills (3): Summarizing, interviewing, &amp; survey</b> <b>Reading: Making an inference</b> <b>Peer review: Essay #2</b> <i>Group work: Determine possible themes, purposes, and audience. Submit an outline to the instructor.</i>
5	3/22	<b>Classification (RCS 9)</b> Turnabout introduction (RCS 9 205-206) <b>Essay #3: Classification</b>
6	3/29	<b>Peer review: Essay #3</b> <b>Reading: Practice</b>

7	4/05	No Class
8	4/12	<b>Mid-term exam &amp; vocabulary test (2)</b>
9	4/19	Library tour (2 hours) Practice (1 hour)
10	4/26	<b>Process Analysis Writing (RCS 10)</b> Dramatic entrance & relevant quotation (RCS 11: 267-270, 270-271) <b>Essay #4: Process Analysis</b>
11	5/3	<b>Peer review: Essay #4</b> <b>Reading: Practice</b>
12	5/10	Library tour: Refworkshop (2 hours) Practice (1 hour)
13	5/17	No Class
14	5/24	<b>Comparison &amp; Contrast (RCS 8: 155-158; 163-177)</b> <b>Essay #5: Comparison &amp; Contrast (+survey/interview)</b>
15	5/31	<b>Peer review: Essay #5</b> <b>Reading: Practice</b>
16	6/07	<b>Vocabulary test (3)</b> <b>Group discussion: outline of the final report</b>
17	6/14	<b>Group Conference/Group Discussion</b>
18	6/21	<b>Final Oral Presentation/Peer Review</b>

### Grading

1. Participation & attendance (including in-class exercises and activities) 10%
2. On-line grammar tests 5%
3. Mid-term exam 10%
4. Vocabulary test 15% (3 times)
5. Essays #1-5 & final paper (newspaper or booklet)(cooperative work) & oral presentation 60%

### Grading Categories (Length: 500-1000 words)

1. Mechanics (spelling, capitalization, punctuation, format)
2. Diction (word choice, style of writing)/Details
3. Grammar
4. Organization/Unity and Coherence (logic)
5. Originality

### Important Notes

1. **Attendance & Participation:** Your attendance, participation, and contribution are highly valued by all of us. **So, please take a leave in advance of the class. Also, please attend class ON TIME. Students entering class later than 30 minutes after the bell rings are counted as absent. You will NOT pass the course if you are absent over THREE times (with or without any valid excuses).**
  2. **No make-up for assignments or exams is allowed.**
  3. **Supplement On-line Grammar Program (SOGP):** You are required to self study the lessons and do the exercises. Also, you will need to take two tests, the results of which will be counted in your final grades.
  4. **Assignments:**
    - a. All assignments (essay + outline) should be uploaded to “assignments” on the Moodle platform **before midnight Monday**, unless indicated otherwise. No late work will be accepted unless an emergency indicates otherwise. Notification in advance is expected. All homework must be **due on time. Late work will not count.**
    - b. **For each essay, please also submit an outline. The final grade of each writing assignment will be the average of all the drafts of that particular writing.**
  5. For any technical problems, please email my teaching assistant and cc me.
  6. **Plagiarism:** No plagiarism is allowed in this class. If you plagiarize others’ texts and/or ideas, you will not pass the course. (see RCS P. 385-387)
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