

Detailed syllabus description

Name of Qualification	Languages
Name of the Pathway (Specialization)	Applied English Language
Name of the Course	Writing and Expression Skills in English
Course Code	L61500131
Prerequisite / Co-requisite	-
Credit Hours	3
Theoretical Hours (Lectures)	2
Practical / Applied Hours	1
Nature of Practical / Applied Component	Writing workshops
Teaching Method	Blended Learning (Synchronous & Asynchronous)

First: Course Short Description

This course is designed to equip students with essential English writing skills starting from sentence-level to the composition of coherent paragraphs and well-structured academic and professional texts. Through progressive stages, students will gain the ability to express their thoughts effectively in narrative, descriptive, argumentative, and business-related written forms. Students will also practice drafting, editing, and revising to enhance the clarity, coherence and unity of their writing

Second: Course Learning Outcomes (CLOs)

Code	Learning Outcome
CLO1	Identify and construct grammatically correct and stylistically effective English sentences.
CLO2	Compose unified and coherent paragraphs using appropriate organizational strategies.
CLO3	Apply narrative, descriptive, and argumentative techniques in various writing contexts.
CLO4	Produce professional letters, emails, and reports adhering to business communication standards.
CLO5	Plan, draft, and revise their writing with clarity, coherence, and logical argumentation.
CLO6	Compile a portfolio of writing samples demonstrating progress and mastery.

Third: Theoretical Content

Week	Unit Title	Unit Content	Hours	CLO Code
1	Sentence Basics	Parts of a sentence, fragments, run-ons, clear simple sentence structure	2	CLO1
2	Sentence Structure	Compound and complex sentences, conjunctions, punctuation, comma splices	2	CLO1
3	Paragraph Writing I	Topic sentences, unity, supporting details	2	CLO2
4	Paragraph Writing II	Transitions, coherence, linking ideas	2	CLO2
5	Narrative Writing I	Narrative structure (beginning, middle, end), sequencing and detail	2	CLO3
6	Narrative Writing II	Character, setting, dialogue, voice, time expressions	2	CLO3
7	<i>Midterm Exam</i>		1	—
8	Descriptive Writing I	Sensory language, imagery, show vs. tell	2	CLO3
9	Descriptive Writing II	Figurative language (simile, metaphor), sentence variety	2	CLO3
10	Argument Writing I	Thesis statement, stating opinion clearly, support with 2–3 reasons	2	CLO3
11	Argument Writing II	Essay structure (intro, body, conclusion), counterarguments	2	CLO3, CLO5
12	Email & Letter Writing	Email tone & format, formal letters (request, complaint), professional style	2	CLO4
13	Report Writing	Short reports (summary, progress, incident), headings, bullet points	2	CLO4
14	Revision & Reflection	Editing strategies, reflection writing, organizing final portfolio	2	CLO5, CLO6

Fourth: Practical Content

Practical Activity	Allocated Hours	CLOs
Sentence Construction & Structure Identify and correct fragments/run-ons; combine ideas into complex sentences. Use AI tools like Grammarly when needed.	2	CLO1, , CLO6
Paragraph Development & Revision Write and revise coherent paragraphs using transitions	2	CLO2, CLO5, CLO6,

and logic. Use ChatGPT/Grammarly when needed for support.		
Narrative Writing & Enhancement Write a narrative and enhance it with stylistic elements..	2	CLO3, CLO5, CLO6,
Midterm Practical Exam Complete writing, paraphrasing, translation, and revision tasks..	1	CLO1, CLO2, CLO3, CLO5, CLO6,
Descriptive & Argumentative Writing Compose a descriptive paragraph and an opinion-based paragraph. -	2	CLO3, CLO6,
Formal Communication Write a formal email, letter, and a short report.	2	CLO4, CLO6,
Final Editing & Portfolio Submission Revise earlier tasks and submit a portfolio (3–4 revised texts + reflection).	3	CLO5, CLO6,

Fifth: Textbooks and References

Primary textbook

1. Johnson-Sheehan, R., & Paine, C. (2024). *Writing Today* (5th ed.). Pearson.
2. Pfeiffer, W. S., & Adkins, K. (2022). *Business Writing Today* (4th ed.). Pearson.

Supplimntary Resources:

1. Bailey, S. (2022). *Academic Writing: A Handbook for International Students* (5th ed.). Routledge.
2. Oshima, A., & Hogue, A. (2023). *Writing Academic English* (5th ed.). Pearson Longman.
3. Grammarly (www.grammarly.com) – for grammar and style enhancement.
4. Hemingway Editor (www.hemingwayapp.com) – for sentence clarity and simplification.