



Course Specification

— (Bachelor)

Course Title: Academic Writing 1

Course Code: ENG 1104

Program: BA in English Language

Department: English

College: Social Sciences

Institution: Umm Al-Qura University

Version: 2

Last Revision Date: 2023



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A. General information about the course:

1. Course Identification

1. Credit hours:					
4 hours					
2. Course type					
A.	<input type="checkbox"/> University	<input type="checkbox"/> College	<input checked="" type="checkbox"/> Department	<input type="checkbox"/> Track	<input type="checkbox"/> Others
B.	<input checked="" type="checkbox"/> Required		<input type="checkbox"/> Elective		
3. Level/year at which this course is offered:					
Year 1 - Level 1.					
4. Course general Description:					
This course introduces students to the basics of academic writing starting with the paragraph. It targets the construction of sentences and the mechanics of writing. It also addresses the common mistakes students make when writing their sentences and paragraphs. Moreover, there are segments of the course that are designed to develop the students' revising and editing skills.					
5. Pre-requirements for this course (if any):					
None					
6. Co-requirements for this course (if any):					
None					
7. Course Main Objective(s):					
This course aims at teaching students the basics of academic writing starting with the sentences and up until the building of an entire paragraph.					

2. Teaching mode (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		
2	E-learning		
3	Hybrid <ul style="list-style-type: none"> ● Traditional classroom ● E-learning 	4 hours per week 10	90% 10%
4	Distance learning		

3. Contact Hours (based on the academic semester)



No	Activity	Contact Hours
1.	Lectures	38
2.	Laboratory/Studio	
3.	Field	
4.	Tutorial	
5.	Others (specify): Exams	2
Total		40

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	Knowledge and understanding			
1.1	Apply the basics of academic writing.	K1	Traditional Lecturing Class Discussion	Exams Assignments
1.2	Analyze the proper structure of the paragraph.	K1		
1.3	Appraise elements of unity and coherence.	K1		
2.0	Skills			
2.1	Compose a well-structured paragraph with a clear topic sentence and a proper controlling idea.	S1	Traditional Lecturing Class Discussion	Exams Assignments
2.2	Use proper support for the controlling idea.	S1		
2.3	Modify written pieces to make them more unified or grammatically correct.	S1		
3.0	Values, autonomy, and responsibility			
3.1	Demonstrate commitment to academic and ethical values.	V1	Traditional Lecturing Class Discussion Written Assignments	Exams Assignments
3.2	Work responsibly and autonomously when performing a task individually or within a team.	V2		

C. Course Content

No	List of Topics	Contact Hours
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1.	Unit 1. Understanding Sentence Basics	4
2.	Unit 2. Understanding Paragraph Basics	4
3.	Unit 3. Writing about the Present	4
4.	Unit 4. Writing about the Past	4
5.	Unit 5. Describing Actions	4
6.	Unit 6. Writing about the Future	4
7.	Unit 7. Writing Complex Sentences with Adjective Clauses	4
8.	Unit 8. Pulling It All Together and Preparing for More Note: Covering this unit is optional since it's basically a revision. Students can cover it on their own. Utilizing the MyELT platform for this unit is highly recommended.	4
9.	Writing Lab	4
10.	Revision	4
Total		40

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Midterm Exam or Quizzes: These exams should include an editing portion (20%) and a writing portion (10%). All teachers of the course should follow the same rubric. These rubrics are available in the teacher's manual or online	6	30%
2.	In-class writing assignments: They should be marked for structure, punctuation and content. All teachers of the course should follow the same rubric. These rubrics are available in the teacher's manual or online.	Every week	10%
3.	MyElt Exercises: Students should access the MyElt platform and do the exercises that the teacher assigned immediately after every unit. This way, students can practice what they learn and receive immediate feedback from the platform.	Every week	10%
4.	Final: The exam should include an editing portion (30%) and a writing portion (20%). All teachers of the course should follow the same rubric. These rubrics are available in the teacher's manual or online.	13	50%
...			

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).





E. Learning Resources and Facilities

1. References and Learning Resources

Essential References	Folse, Keith S., April Muchmore-Vokoun and Elena Vestri Solomon. Great Writing 1. National Geographic Learning, Latest edition available.
Supportive References	Butler, Linda. Longman Academic Writing Series 1: Sentences to Paragraphs. 2nd edition. Pearson Education, Latest edition available.
Electronic Materials	Students should be advised to use their codes in order to access the companion website and the extra exercises offered there.
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Spacious well-equipped classrooms
Technology equipment (projector, smart board, software)	All classrooms are equipped with projectors and screens.
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	<ul style="list-style-type: none"> Department or college administration Students Teacher or peer 	<ul style="list-style-type: none"> Formal evaluation through the use of questionnaires at the end of the semester. Ongoing students' oral feedback on course materials, methodology or examinations Teacher's discussions and consultation with peers about course content, methodology and assessment. Teacher's analysis of students' quizzes and final exams.
Effectiveness of Students' assessment		
Quality of learning resources		
The extent to which CLOs have been achieved		
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)





G. Specification Approval

COUNCIL /COMMITTEE	DEPARTMENT COUNCIL
REFERENCE NO.	424040414453/132022
DATE	07 RABI-II 1445 H - 22 OCTOBER 2023

