

## Writing (PIS) Course Description

---

**Lecturer:** Mgr. Renáta Marosi  
**E-mail:** marosivar@ujssk

**Term:** winter 2021  
**Office hours:** Tuesdays, 13.15-14.00 (R 207)  
Wednesdays, 9.40-10.25 (R 207)

### COURSE OBJECTIVES:

The first aim of the course is to familiarize students with the rules of proper (academic) writing in English language. Thus, the course aims at helping students use the proper sentence, paragraph structure and cohesive devices. Secondly, students will have the opportunity to learn to summarize, paraphrase and synthesize their ideas from various given texts. Thirdly, students will be familiarized with the proper language use and formal requirements of various English letters (both formal and informal) and essays. Finally, the aim of the course is to prepare students for the ILIE exam (the Integrated Language Improvement Exam), which is held at the end of the first year of study.

### TENTATIVE SYLLABUS:

1. **Introduction to the course (rules and requirements)**
2. Sentence structure (run-on sentences: fused sentences and comma splice)
3. Coherence: linking words and phrases
4. Paragraph structure
5. Spelling, punctuation and correcting (word formation)
6. **Mid-term test**
7. Paraphrasing, Summarizing, and Synthesizing
8. Letter writing I: informal letters and semi-formal e-mails
9. Letter writing II: formal letters (a letter of complaint, a letter of apology)
10. Letter writing III: formal letters (a letter of inquiry, a letter of application)
11. Letter writing IV: formal letters (narrative and discursive essay)
12. **End-of-term test**
13. **Missed tests (mid-term or end-of-term test)**

### ASSESSMENT BASED ON:

1. **Regular class attendance:** No more than **two** absences are excused. If you miss more than two classes, you have to **retake** the course. If you are sick, submit a note from your doctor *for the very next lesson* you are able to attend, and your absence will be deleted.
  2. **Mid-term test and end-of-term test** (theory and practice)
  3. **Homework assignments:**
    - a. **letters** (listed below): assignments should be handed in at the beginning of the lessons. I **do not accept** any assignment **sent via e-mail** (**exceptions:** possible COVID-19 regulations or approved sickness). ☹ With each undone homework, you reduce your final mark by 10%.
    - b. **exercises** on the aforementioned topics which aim at practicing and improving your writing skills. ☹ With each undone homework exercises, you reduce your final mark by 5%.
- ☹ I.e. If you do not prepare the letter and do not do the exercises for the same lesson, you reduce your final results by 15% during one single lesson!!!
- ☹ If you were absent it is **your** responsibility to stay current and **find out** what you have missed out. If you miss to do the homework, you do not have the possibility to write it for the next lesson. **Only exception:** medically certified illness.

**Evaluation:** Test 1 - X, Test 2- Y, undone Homework assignments - Z →  $(2xX+2xY-Z) / 5$

☺ If the average of your final mark is under 50%, you have **two other opportunities** to retake the test, which will cover all the topics we are dealing with during the semester (theoretical + practical part).

**Grading Scale:** 100-90%=A; 89-80=B; 79-70=C; 69-60=D; 59-50=E; 49-0=Fx

#### TENTATIVE HOMEWORK ASSIGNMENTS – LETTERS:

- ✓ **Informal letter:** a letter/message of 150-200 words to a friend narrating the story of a film you have recently seen.
- ✓ on behalf of the manager write a **letter of apology** (150-200 words) to a father who has had bad experiences with his ill child at a restaurant. Pay attention to the formal requirements (structure, layout).
- ✓ Write a letter to a hotel **inquiring** if you can change your booking. Explain the difference between your earlier and your new booking. Ask how this may change the booking conditions, price, etc. (150-200 words).
- ✓ Write a discursive **essay** (250-500 words). Choose one from the topics below:
  - ✓ COVID-19 and border control
  - ✓ Online education during COVID-19
  - ✓ Should the driving age be raised to twenty-one?
  - ✓ Does Facebook (or other forms of social media) create isolation?
  - ✓ Plastic surgery: a way to promote beauty or destroy it?

**In case of online teaching,** the lessons are on Zoom:

<https://us04web.zoom.us/j/75067783509?pwd=RFM1YXA4N0pMRW16dml1aTExc1cxdz09>

Meeting ID: 750 6778 3509

Passcode: 0nfbE9

Make sure that you join online meetings on time. Turning your **camera** on is **compulsory**. If you do not switch your camera on, it counts as an absence.

#### RECOMMENDED LITERATURE:

- ❖ Csölle, Anita & Judit Kormos. 2002. *A Brief Guide to Academic Writing*. Budapest: Műszaki Könyvkiadó.
- ❖ RMIT University Learning Lab (Writing skills)  
<http://emedia.rmit.edu.au/learninglab/content/writing-skills>
- ❖ Writing job applications: <http://www.oxforddictionaries.com/words/writing-job-applications>
- ❖ <http://www.ccc.commnet.edu/grammar/runons.html>

**Feel free to contact me if you have any further question!**

**Enjoy the course! ☺**