

Syllabus

CLA 102 – Introduction to the Study of Writing (Credit Units: 3)

Department of Arts Education
Faculty of Education
University of Delta, Agbor, Nigeria

Lecturer: Ojumah S.U

Instructor:

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Office Hours: Monday 9.00 am – 10:00 am & Wednesday 9.00am – 10: 00 am

There are many ways to reach me. There is no substitute for face-to-face communication which often leads to more refined and focused questions resulting in your improved understanding. I strongly encourage you to take advantage of my office hours. Questions during class or immediately after class are always welcomed. Email is an easy way to ask questions outside of class but is not productive as face-to-face communication.

Meeting Time and Place: Monday 9:00 am to 10:00 am, FOE LH 4

Attendance

I am expected to attend every class. If I must miss a class, it is my responsibility to make up for the work that I missed. If I am going to be absent from any class, I must please notify the instructor in advance.

Methods of Instruction

This syllabus contains an overview of what will be covered in class; for specific information, students are referred to the class web page maintained on the University website. Assignments will be posted on University of Delta LMS or given in the class and should be submitted through University of Delta LMS. Class attendance, doing all your practical and homework will help the borderline cases.

Overview

Writing skills are an important part of communication. Good writing skills allow you to communicate your message with clarity and ease to a far larger audience than through face-to-face or telephone conversations. One might be called upon as language and communication graduate to write a report, plan or strategy at work, write grant application or press release within a volunteering role; or one may fancy communicating ideas online via a blog. And of course, a well written CV or resume with no spelling or grammatical mistakes is essential if you want new job. This course presents an overview of the principles and practices of writing. The objective of this class is to emphasize the fundamentals and importance of writing. Students will learn

different methods and strategies that enable them to perform a writing task. This course focuses on the skills you need to make you think about your writing – from grammar, spelling and punctuation. It also covers how to plan your writing and the various processes and checks to go through before broadcasting your writing online. It also provides guides for specific pieces of writing that you may need to produce, whether at school, university, or in the workplace.

Objectives

The objectives of this course are to: (i) Arrange details in an order which will enable the reader to grasp and enhance grammatical correctness in communicative and written discourse. (ii) Use the rules that govern the skill of writing correctly: grammar rules, vocabulary rules, paragraph rules and sentence rules, etc. These rules will help produce great writing. (iii) Plan materials to write convincingly. (iv) Examine the trick for checking and improving your writing skill. (v) Engage in reading text to pick up new vocabulary and engage with different writing styles.

Learning outcomes

Upon completion of this course, students should be able to: (i) explain and properly document the process of Writing analysis; (ii) discuss the trade-offs and differences between various components of writing skills; (iii) describe the representation and organisation of data and a good paragraph developed; (iv) describe the inner workings of strategies in writing skills; (v) create an intelligible piece; (vi) define the current research problems in writing skills.

Course Contents

Nature of Writing Process / Concept. Components of Writing Skills. Paragraph Development. Types of Writing. Importance of Writing. Methods of Teaching Writing in Schools. Strategies for Teaching Writing Skills to Students and Procedures for Assessing Writing. Common Writing Problems among Nigerian Students. Selection of Writing Materials for Students. Domains of Language (Writing Domain)

Lecture Schedules

Week	Content	Lecture notes/slides
1.	Nature of Writing Process / Concept.	
2.	Components of Writing Skills	
3.	Paragraph Development	
4.	Types of Writing	
5.	Methods of Teaching Writing in Schools	
6.	Strategies for Teaching Writing Skills	
7.	Mid-semester break	
8.	Procedures for Assessing Writing Skills	
9.	Test	

10.	Common Writing Problem among Nigerian Students	
11.	Developing Writing Materials for Students	
12.	Domain of Language (Writing Domain)	
13.	Practicals	
14.	Revisions	
15.	Final Exam	

Examination schedule

- Attendance
- Homework
- Class Test
- Practical exercises
- End of Semester Exam

Practical Exercises

- 1: Try freewriting
- 2: Build on a random sentence
- 3: Read other writing
- 4: Edit another work
- 5: Make a guide
- 6: Describe a real person
- 7: Write a series of first sentences
- 8: Join a writing workshop
- 9: Break down your favorite pieces of writing
- 10: Write an outline without feeling the pressure to use it.
- 11: Experiment with different genres
- 12: Brush up on the rules

Grading

- Homework: 10% of grade
- Practical: 10% of grade
- Midterm Exam: 10% of grade
- Final Exam: 70% of grade

Text & References

- Lecturer's lesson presentation and notes
- Recommended texts, web links and practical activities.

Blanka Klimova (2012), The Importance of Writing: Article in PARIPEX-INDIAN JOURNAL OF RESEARCH · January 2012: DOI: 10.15373/22501991/JAN2013/4

Jenny Cole and Jay Feng (2015), Effective Strategies for Improving Writing Skills of Elementary English Language Learners: Chinese American Educational Research and Development Association Annual Conference April 15-16, 2015 in Chicago, IL

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behaviour conducive to a positive learning environment. The code of student conduct is described in detail in the student handbook or University website.

Academic Honesty

"All students enrolled at the University shall follow the tenets of common decency and acceptable behaviour conducive to a positive learning environment." It is the policy of the University, that no form of plagiarism or cheating will be tolerated. Plagiarism is defined as the deliberate use of another's work and claiming it as one's own. This means ideas as well as text or code, whether paraphrased or presented verbatim (word-for-word). Cheating is defined as obtaining unauthorised assistance on any assignment. Proper citation of sources must always be utilised thoroughly and accurately. If you are caught sharing or using other people's work in this class, you will receive a 0 grade and a warning on the first instance. A subsequent instance will result in receiving an F grade for the course, and possible disciplinary proceedings. If you are unclear about what constitutes academic dishonesty, ask.

The screenshot displays the 'MANAGER COURSES' interface within the 'UNIDEL CMS' system. The page title is 'Courses'. The form includes the following fields and controls:

- Courseware Document ***: A file upload section with a 'Browse...' button, a 'No file selected.' status, and an 'UPLOAD PDF DOC' button.
- Course Code**: A text input field.
- Course Title**: A text input field.
- 1st**: A dropdown menu.
- 200 Level**: A dropdown menu.
- FOC**: A button.
- Course Objective**: A large text area.
- Course Synopsis**: A large text area.
- Course Lecturer**: A text input field.
- Exam Mark**: A text input field.
- Test Mark**: A text input field.
- Assignment Mark**: A text input field.
- Lecturer Hour**: A text input field.
- Tutorial Hours**: A text input field.
- Practical Hours**: A text input field.
- Course Unit**: A text input field.

At the bottom of the form, there are two buttons: a blue 'SAVE' button and a 'CANCEL' button.