

<b>Course title</b>	Writing Skills Enhancement I (ENGF103)				
<b>Course type</b>	Required				
<b>Level</b>	Foundation				
<b>Year / Semester</b>	1 <sup>st</sup> Year / 1 <sup>st</sup> Semester				
<b>Teacher's name</b>	Anastasia Miltiadous				
<b>ECTS</b>	N/A	<b>Lectures / week</b>	3	<b>Laboratories / week</b>	N/A
<b>Course purpose and objectives</b>	<p><u>Course Purpose</u></p> <p>This module will focus on improving students' writing skills and developing academic writing skills. The writing component will involve developing academic essays, reports, and summaries while adhering to academic writing conventions, such as proper referencing and citation styles. They will learn how to write clear, well-structured and detailed texts on a variety of subjects related to their field of interest, synthesising and evaluating information and arguments from a number of resources. They will develop writing skills for formal essays, reports, and critical analyses. They will learn how to write 3 an essay or report that develops an argument systematically with appropriate highlighting of significant points and relevant supporting details and rounding off with an appropriate conclusion. They will learn how to convey information and ideas on abstract as well as concrete topics.</p> <p><u>Course Objectives</u></p> <ul style="list-style-type: none"> <li>▪ Enhance the ability to write clear and coherent texts, ensuring logical organization and flow of ideas.</li> <li>▪ Strengthen grammatical accuracy and expand vocabulary range to convey ideas more precisely and effectively.</li> <li>▪ Introduce different text types (e.g., emails, reports, essays) and genres to develop proficiency in composing various written formats.</li> <li>▪ Teach the structural elements of different text types, focusing on introductions, body paragraphs, conclusions, and appropriate formatting.</li> <li>▪ Develop the skill to adapt writing style and tone based on the intended audience and purpose of the text.</li> <li>▪ Introduce students to the academic writing styles, including proper referencing, citation formats and formal language usage</li> <li>▪ Familiarize students with the writing process (planning, drafting, revising, editing) to improve overall writing quality.</li> <li>▪ Encourage critical thinking by expressing opinions, providing arguments, and supporting claims with evidence in written pieces.</li> <li>▪ Encourage creativity and originality in writing by exploring imaginative and descriptive language in narratives or creative pieces.</li> </ul>				

	<ul style="list-style-type: none"> <li>▪ Teach effective editing and proofreading techniques to improve accuracy and refine written work.</li> <li>▪ Provide opportunities for practical writing tasks that simulate real-life scenarios (e.g., writing emails, making requests, providing information).</li> <li>▪ Encourage independent writing practice, allowing learners to develop confidence and autonomy in expressing themselves in writing.</li> <li>▪ Focus on achieving the purpose of the task by meeting requirements and fulfilling criteria in various writing assignments.</li> </ul>
<b>Learning outcomes</b>	<p>By the end of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>▪ Produce different types of written texts such as emails, letters, reports, reviews, diagrams, graphs and short essays in a coherent and organised manner.</li> <li>▪ Demonstrate improved accuracy in using a range of grammatical structures and vocabulary appropriate to the chosen text type.</li> <li>▪ Organise ideas into paragraphs, ensuring coherence within and between paragraphs through the use of linking words and cohesive devices.</li> <li>▪ Express personal opinions, viewpoints, arguments, and reasons with increased clarity and coherence.</li> <li>▪ Use academic writing styles, including proper referencing, citation formats and formal language usage</li> <li>▪ Use a variety of sentence structures, including compound and complex sentences, and employ a range of connectors to express relationships between ideas.</li> <li>▪ Consider the intended audience while adapting the style, tone, and level of formality to suit the purpose and context of the writing task.</li> </ul>
<b>Course content</b>	<ol style="list-style-type: none"> <li>1. The academic writing styles, conventions, and the importance of proper referencing and citation styles.</li> <li>2. The structure and organization of academic essays, reports, and summaries.</li> <li>3. Crafting clear and concise thesis statements for academic essays and reports</li> <li>4. Writing formal and informal emails, focusing on appropriate language and structure.</li> <li>5. Writing practice sessions focused on constructing well-structured essays with clear arguments and supporting evidence.</li> <li>6. Exploring techniques for writing formal reports, including organizing information, using diagrams, and presenting data in graphs</li> <li>7. Critical analysis and evaluation of information and arguments from various sources.</li> <li>8. Practice sessions on presenting information clearly, both in abstract and concrete terms.</li> </ol>

<p><b>Teaching methodology</b></p>	<ul style="list-style-type: none"> <li>▪ Conduct interactive workshops where students share and peer-review their work, offering constructive feedback.</li> <li>▪ Engage students in brainstorming sessions to generate ideas and plan their writing before starting drafts.</li> <li>▪ Model different writing styles and structures, providing examples and templates for essays, reports, emails, graphs, diagrams and summaries.</li> <li>▪ Start with structured writing tasks, gradually increasing complexity to help students build their skills step-by-step.</li> <li>▪ Assign tasks that simulate real-life situations such as writing formal and informal emails, reports, or analyses related to students' fields of interest.</li> <li>▪ Engage students in writing tasks using authentic materials like news articles, case studies, or academic papers.</li> <li>▪ Provide detailed feedback on students' writing, focusing on strengths and areas needing improvement, and offer guidance for enhancement.</li> <li>▪ Utilize writing tools and applications for grammar checking, collaborative writing, and creating multimedia texts.</li> <li>▪ Engage students in role-playing scenarios or simulations to practice different writing styles and communication contexts.</li> <li>▪ Teach pre-writing techniques such as outlining, mind mapping, or journaling to organize thoughts before writing.</li> <li>▪ Conduct timed writing tasks to simulate exam conditions and evaluate students' ability to write under pressure.</li> <li>▪ Adapt teaching methods to accommodate diverse learning styles, language proficiencies, and individual writing challenges.</li> </ul>
<p><b>Bibliography</b></p>	<p><u>Required Textbook:</u></p> <ul style="list-style-type: none"> <li>▪ Christien Lee, <i>Reflect Reading &amp; Writing 4, 1<sup>st</sup> Edition</i>, 2022, National Geographic.</li> <li>▪ Rachel Finnie, <i>World of Grammar and Writing 4, 2<sup>nd</sup> Edition</i>, 2019, National Geographic.</li> <li>▪ Online Resources/Activities through the National Geographic website.</li> </ul> <p><u>Additional Material:</u></p> <ul style="list-style-type: none"> <li>▪ Katrina Gormley, <i>Ultimate English B1+ Student's Book</i>, 2020, Hamilton House.</li> <li>▪ Katrina Gormley, <i>Ultimate English B1+ Workbook</i>, Hamilton House.</li> <li>▪ Authentic academic material.</li> </ul>
<p><b>Assessment</b></p>	<p>Continuous assessment methods are designed to offer a holistic view of students' language development.</p> <p>The assessment of students is made up of two components:</p> <ul style="list-style-type: none"> <li>▪ final exam (50 marks)</li> <li>▪ continuous assessment (50 marks)</li> </ul> <p>The 50 marks of the continuous assessment is comprised for example of:</p> <ul style="list-style-type: none"> <li>▪ quizzes and tests</li> </ul>

	<ul style="list-style-type: none"><li>▪ homework assignments</li><li>▪ reading comprehension tasks</li><li>▪ participation</li></ul> <p>The final written exam carries 50 marks and takes place at the end of each academic semester. This exam tests the whole content of a course taught in the current semester. The final mark for each course is the sum of the continuous assessment mark and the final written exam.</p>
<b>Language</b>	English