
Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2023 Spring
<u>Course Name</u>	Writing 4
<u>Course Code</u>	EAP 144
<u>Course Type</u>	<input checked="" type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Basic Disciplinary Course
<u>Course Credits</u>	2
<u>Course Hours</u>	28
<u>Prerequisites</u>	EAP 143
<u>Instructor</u>	Gloria Hua
<u>Contact Information</u>	Office: C202 Tele: (010)83951083 Email: Huazhang@cueb.edu.cn
<u>Office Hour</u>	TBA
<u>Learning Centre</u>	TBA
<u>Grade/Section</u>	2021 级会计、金融、国贸班
<u>Course Time/Place</u>	Wednesday: 8:00-9:35 am/A104

Textbook

IELTS Advanced Writing
新东方雅思强化培训教材编委会
浙江教育出版社, ISBN 978-7-5536-1709-1

Reference Book

剑桥考试官方指南
出版社: 北京语言大学出版社 ISBN: 978-7-5619--3900-0
作者: 英国文化协会

Course Description

This course is designed to help more advanced students prepare, develop and improve their writing skills. Extracts from various sources will be supplied as required.

1. This course will also help enrich students' vocabulary and grammar knowledge. As a consequence, students will be able to express themselves more fluently on various topics and share their opinions with others both in writing and speaking.
2. Students will be able to use the four basics of English learning more confidently.

Student Learning Objectives

The objectives are:

1. To help students familiarize themselves with communicative usage of English when they are exposed to simulated situations.
2. To help students establish a solid language foundation, including grammar, vocabulary, and sentence

structures.

3. To stimulate students' enthusiasm of learning, inspire students' autonomous learning and facilitate their improvement of practical skills.
4. To lay a solid foundation for students to learn major courses in English.
5. To introduce preliminary IELTS into Writing.

Website Source

1. [https:// www.chinaielts.org/](https://www.chinaielts.org/)
2. [https:// www.ielts.org/](https://www.ielts.org/)

Teaching Methods

This course contains lectures, class discussions, homework, quizzes, presentation and exams. Textbook content will be introduced first. Then real case and practice questions will be delivered to students as a way to test their understanding of the knowledge. This will require individual or group assignment in or after class.

Grade Criterion

Component	Weight	Description
Final Exam	40%	A cumulative final examination will be given based on all of the contents of the class. The exam paper may be composed of multiple-choice questions, gap filling questions, short answer questions, essay questions, and oral questions, etc. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Homework	20%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. The graded assignments will be kept by the tutor for reference and won't be returned to students.
Quizzes	20%	There will be at least 2 quizzes during the semester. Quizzes may or may not be announced in advance. It may also be used as a way to check the attendance. Quizzes will test your knowledge of both language skills and the application of those skills.
Participation	10%	Individuals will be asked to participate individually in a question and answer at least 5 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade Computation

	After Midterm
Attendance	10%
Participation	10%
Homework	20%
Quizzes	20%
Final exam	40%
Total	100%

Grading Policy

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0-59

Exam Schedule

Final Exam: TBA

Assessment of Student Performance

☞ Self-Study and Reading ability Practice

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

☞ Homework

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be reduced in score by 50%.

☞ Attendance

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly, but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

☞ Participation

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.
- ◆ Any misbehavior in class and activities irrelevant to lectures will result in the lower level of the participation grade, including ringing cell phones.
- ◆ All above behaviors will be solely evaluated by the instructor for scoring.

☞ Textbook

Students must bring the textbook to class.

Topical Course Outline

Week	Date	Topics	Homework
1		Unit 1 Dynamic Charts 1 <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
2		Unit 2 Dynamic Charts 2 <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
3		Unit 3 Static Charts 1 <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
4		Unit 4 Static Charts 2 <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
5		Unit 5 Flow charts <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
6		Unit 6 Diagrams <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
7		Unit 7 Maps <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
8		Unit 8 Maps <ul style="list-style-type: none"> ● Chart analysis ● Sample responses analysis ● Language activities ● Guided writing 	Writing Exercise on 学习通
9		Unit 9 Task 1 Marking Criteria <ul style="list-style-type: none"> ● IELTS Academic Writing Marking Criteria ● Sample task analysis ● Response A improvement ● Response B improvement ● Response C learning 	Writing Exercise on 学习通
10		Unit 10 Task 2 Argumentation 1 <ul style="list-style-type: none"> ● Question analysis ● Sample responses discussion ● Language activities 	Writing Exercise on 学习通

		<ul style="list-style-type: none"> ● Guided writing ● Feedback on writing 	
11		Unit 11 Task 2 Argumentation 2 <ul style="list-style-type: none"> ● Question analysis ● Sample responses discussion ● Language activities ● Guided writing ● Feedback on writing 	Writing Exercise on 学习通
12		Labor Days	
13		Unit 12 Task 2 Exposition <ul style="list-style-type: none"> ● Question analysis ● Sample responses discussion ● Language activities ● Guided writing ● Feedback on writing 	Writing Exercise on 学习通
14		Review	
15		Final Exam	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

A review in Chinese may be held during L.C. and O.H. in the semester.

Important Dates

Spring Semester, 2023	Feb, 2023— July, 2023
Feb. 11-12	Registration
Feb. 13	Classes Begin
Apr.5	Qing Ming Festival
May 1	Labor Day
June 22	Dragon-Boat Festival

Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.

Instructor: 华章

Department Head: 张薇

