

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2018 Fall (September 3, 2018 - January 4, 2019)
<u>Course Name</u>	Advanced Writing
<u>Course Code</u>	CE340
<u>Course Type</u>	<input type="checkbox"/> General Education (Required) <input checked="" 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>	34
<u>Prerequisites</u>	None
<u>Instructor</u>	Cathy Luo
<u>Contact Information</u>	Office: C201 Tele: (010)83951083 Email: luochangqing@cueb.edu.cn
<u>Office Hour</u>	Mon. 10:00-12:00; Tue. 13:00-15:00; Wed. 13:00-15:00
<u>Learning Centre</u>	Thurs. 18:00—20:00; Fri. 10:00-12:00
<u>Grade/Section</u>	2016 Business/Y01
<u>Course Time/Place</u>	Thur. 13:20
<u>Textbook</u>	<i>IELTS Advanced Writing</i> Qunyan Press, Beijing, ISBN 978-7-80256-243-1.

Reference Book

Handout from teacher

Course Description

I. Course Objectives

This course will be focusing on writing skills in English. It is designed to help the intermediate learners to learn to how to write in an academic way. In this class, students will enhance their ability of writing coherent, accurate academic English by understanding the basic concepts of essay writing. Specifically, the course goals are:

1. To improve students' ability and knowledge of academic writing in terms of organization and logic thinking. Students will also be able to use appropriate vocabulary and vast variety of sentence structure to express themselves.
2. To facilitate students' preparation for exams, such as IELTS, TOFEL and GRE, thus helping them feel confident to demonstrate their skills and competence in the test situation.
3. To improve their practical application of writing skills. This will help with job applications and report writing in their future career.

Student Learning Objectives

After completing this course, students will be able to:

- ♦ Obtain a solid understanding of academic writing
- ♦ Analyze and data and questions
- ♦ Organize the ideas and data in a logical way
- ♦ Use variety of sentence structures
- ♦ Apply synonyms and different word form

Website Source

1. <https://www.principlesofaccounting.com>
2. <https://www.accaglobal.com>

Teaching Methods

A step-by-step teaching approach will be adopted to guide students through the process of writing essays. Group brainstorming, in-class writing and peer-editing are also necessary as they can help students deeply understand each step of the whole writing process.

Grade Criterion

Component	Weight	Description
Final Exam	20%	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, short answer questions, essay questions, problems, and preparation of financial statements. Students should rely primarily on homework assignments to give them a sense of what they may see for material on exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents that have been taught in class. The test paper may be mainly composed of multiple-choice questions and it should be completed within 15 minutes in class.
Homework	15%	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	15%	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 concepts and the application of those concepts.
Presentation	10%	The students will be divided into several groups to prepare a presentation. Each student is required to be involved in the presentation. The topics can be selected from the textbook or lectures. Each group need to finish a PPT related to the topic which is given and hand in the related resources to the teacher before the presentation.
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

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%
Total	40%	60%

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

Midterm Test: November 5-9, 2018;

Final Exam: January 7-11, 2019

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 and non-class related activities in class 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
2	Sept. 13	Class 1-Course introduction 1. Ice-breaking activity-introduce each other 2. Course learning objective-help students understand what is academic writing 3. Classroom rules learning Give students syllabus. Ask them questions based on the syllabus. Class 2-IELTS writing introduction 1. Summary of the first class 2. IELTS writing introduction 4. Understand students' need-ask students finish "Need Analysis".	Finish hand-out about IELTS writing Task 1&2
3	Sept. 20	Class 1-Unit 1 Introduction 1. Summary of last class 2. Writing steps for task 1 3. Writing steps for task 2 Class 2-Unit 2 Marking Criteria Task 1 1. Summary of the first class 2. Marking criteria Task 1 3. Improve respond A 4. Improve respond B	Activity 11 on page 17
4	Sept. 27	Class 1-Unit 3 Line Graph 1. Summary of last class 2. Part A: Analyze the charts and Plan Your Response 3. Part B: Sample Responses 4. Part C: Language Activities 5. Part D: Guided writing Class 2 Unit 3 Line Graph 1. Summary of the first class	Part E Activity 8 on page 23

		2. Part D: Guided writing 3. Homework: Part E Activity 8	
5	Oct. 4	National Holiday	--
6	Oct. 11	Class 1-Unit 4 Pie Charts 1. Summary of last class 2. Part A: Analyze the charts and Plan Your Response 3. Part B: Sample Responses 4. Part C: Language Activities Class 2 Unit 4 Pie Charts 1. Part D: Guided writing 2. Homework: Part E Activity 8	Part E Activity 8 on page 30
7	Oct. 18	Class 1-Unit 5 Bar Charts 1. Summary of last class 2. Part A: Analyze the charts and Plan Your Response 3. Part B: Sample Responses 4. Part C: Language Activities Class 2 Unit 5 Bar Charts 1. Part D: Guided writing 2. Homework: Part E Activity 8	Part E Activity 8 on page 38
8	Oct. 25	Class 1-Unit 6 Table (50 minutes) 1. Part A: Analyze the charts and Plan Your Response (10 minutes) Activity 1-Analyze the topic. Activity 2-Organise your response. 2. Part B: Sample Responses (10 minutes) Activity 3-Read the sample responses and answer the following questions. 3. Part C: Language Activities (30 minutes) Activity 4 Let students practice rephrasing the topic. Activity 5 Let students practice writing a good overview sentence. Activity 6 Let students practice using superlatives. Activity 7 Let students practice using verbs. Activity 8 Let students do exercise of error correction. Class 2 Unit 6 Table (50 minutes) 1. Part D: Guided writing (30 minutes) Activity 7-1 Ask Students analyze the given chart and plan their response. Activity 7-2 Let students finish the vocabulary exercise based on the information of the given table. Activity 7-3 Give students a model writing and let students compare their answer with it. 2. Part E Activity 10 Quiz (20 minutes)	Part E Activity 8 on page 47
9	Nov. 1	Mid-term Test	
10	Nov. 8	Class 1-Unit 7 Flow Chart 1. Analyze the Charts and Plan your response. 2. Language Activities 3. You try	Give students a process diagram. Let them write a response.

		<p>4. Give students a flow chart. Put students into different groups. Let them discuss and analyze the chart together.</p> <p>5. Give different groups of students a writing task. Let them finish the part of introduction, body and overview respectively.</p> <p>6. Let each group of students exchange their writing and evaluate each others' work.</p> <p>Class 2 Unit 7 Process Diagrams</p> <p>1. Analyze the topic and plan your response</p> <p>2. Language Activities</p> <p>3. You try</p>	
11	Nov.15	<p>Class 1-Unit 7 Map</p> <p>1. Analyze the topic and plan your response</p> <p>2. Language Activities</p> <p>3. Language Activities</p> <p>4. You try</p> <p>Class 2 Task 1 review</p> <p>1.Handout activity 1-exercise about bias sentence structures</p> <p>2.Handout activity 2-exercise about proportion expression</p> <p>3.Handout activity 3-exercise about linking words</p> <p>4.Handout activity 4-exercise about overview writing</p>	Give students a map. Let them write a response.
12	Nov. 22	<p>Class 1-Unit 8 Marking Criteria Task 2 (50 minutes)</p> <p>1. Summary of the last class (5 minutes)</p> <p>2. Marking criteria Task 2 (20 minutes)</p> <p>Analyze the sample topic.</p> <p>Plan the sample responds.</p> <p>Activity 1-marking.</p> <p>Put students into 4 different groups. Distribute IELTS WRITING BAND DESCRIPTION to each group. Let them discuss the three responds and give each responds an overall score. Explain why.</p> <p>4.Improve respond A (10 minutes)</p> <p>Let Students do activities 4,5&6.</p> <p>5.Improve respond B (10 minutes)</p> <p>Let students do activities 7,8 &9</p> <p>6. Summary (5 minutes)</p> <p>Class 2- Unit 9 Brainstorming (50 minutes)</p> <p>1. Give students a question and let them analyze the topic in groups. (5 minutes)</p> <p>2. Let students work in group and write down any ideas that come to their mind. (5 minutes)</p> <p>3. Let each group report their ideas and evaluate the ideas in class. (10 minutes)</p> <p>4. Let students work in group and organize the structure of the response. (10 minutes)</p> <p>5. Let students write a brief plan in group and each group stick their plan on the wall. (10 minutes)</p> <p>6. Let students stand up and take a look at other groups' plan. Ask students which plan is the best one. (5 minutes)</p> <p>7. Summary. (5 minutes)</p>	Activity 12 on page 67.
13	Nov. 29	<p>Class 1-Unit 10 Discussing advantages and disadvantages</p> <p>1. Part A: Analyze the charts and Plan Your Response</p>	Activity 13 on page 79.

		<p>2. Part B: Sample Responses 3. Part C: Language Activities</p> <p>Class 2- Unit 10 Discussing Advantages and Disadvantages 1. Part C: Language Activities 2. Part D: Guided writing 3. Homework Part E You try</p>	
14	Dec. 6	<p>Class 1-Unit 11 Evaluating Point of View 1. Part A: Analyze the charts and Plan Your Response 2. Part B: Sample Responses 3. Part C: Language Activities</p> <p>Class 2- Unit 11 Evaluating Point of View 1. Part D: Guided writing 2. Homework Part E: You try</p>	Activity 12 on page 89.
15	Dec. 13	<p>Class 1-Unit 12 Problem/Solution 1. Part A: Analyze the questions and Plan Your Response 2. Part B: Sample Responses 3. Part C: Language Activities</p> <p>Class 2- Unit 12 Problem/Solution 1. Part C: Language Activities Part D: Guided writing 2. Homework Part E: You try</p>	Activity 16 on page 99.
16	Dec. 20	<p>Class 1-Unit 13 Discussing Reason and Result 1. Part A: Analyze the questions and Plan Your Response 2. Part B: Sample Responses 3. Part C: Language Activities</p> <p>Class 2- Unit 13 Discussing Reason and Result 1. Part C: Language Activities Part D: Guided writing 2. Homework Part E: You try</p>	Activity 13 on page 109.
17	Dec. 27	<p>Class 1-Unit 14 Expressing an opinion 1. Part A: Analyze the questions and Plan Your Response 2. Part B: Sample Responses 3. Part C: Language Activities</p> <p>Class 2- Unit 14 Expressing an opinion 1. Part C: Language Activities Part D: Guided writing 2. Homework Part E: You try</p>	Activity 12 on page 117.

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.

Teacher's Office Hour

- ♦ The instructor's office hour is shown in the front of the office door.

- ♦ Students are suggested to use the instructor’s office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students’ participation.
- ♦ The time can be scheduled by instructors or students, or both.

Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

Important Dates

Fall Semester, 2018	August 31, 2018— January 13, 2019
Aug. 31	Registration
Sep.3	Classes Begin
Sep.7 - 20	Freshmen's Military Training
Sep.24	Classes Begin (Freshmen)
Sep.24	Mid-Autumn Festival (tentative)
Oct.1 - 5	National Day Holiday (tentative)
Oct. 29 - Nov. 2	Mid-term Test
Jan.1, 2019	New Year’s Day Holiday (tentative)
Jan.2-11	Final Exam Period
Jan.14	Winter Vacation Begins

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: _____

Department Head: _____

