

Fundamentals of English Writing

Course Introduction

Wei-Yan Miguel Li

Academic Writing Education Center

National Taiwan University



This file is licensed under the [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported](https://creativecommons.org/licenses/by-nc-sa/3.0/) license.



Fundamentals of English Writing

英文寫作基礎

Instructor: Miguel
Email: happymiguel@hotmail.com

TA: Amy/ Evan
Email: cat233@hotmail.com
evanshu2011@gmail.com

Course Description

This course aims to familiarize graduate students with fundamental skills concerning academic English writing. This course includes two hours of lecture plus one hour of grammar discussion. Topics to be covered include common rhetorical patterns, paragraph/essay development, grammar functionality, and essential vocabulary in academic English.

Course Objectives

By the end of the course, students will

1. Understand common rhetoric modes in academic writing.
2. Apply their knowledge of grammar function to their own writing.
3. Demonstrate familiarity with vocabulary frequently used in academic writing.
4. Edit and proofread their own and their peers' writing.

Course Content

1. Preliminaries to Writing

- (1) Reading
- (2) Vocabulary Building
- (3) Sentence Structure
- (4) Functional Approach to Grammar
- (5) Unity and Coherence
- (6) Organization

2. Patterns of Paragraph/Essay Writing

- (1) Process
- (2) Cause and Effect
- (3) Comparison and Contrast
- (4) Classification
- (5) Argumentation

Course Requirements:

1. Students are required to attend all classes. **No more than two absences** are permitted.
2. **Active participation** in class discussions is required.
3. Quizzes and a final exam are included in this course. Only one make-up quiz will be allowed. The final exam will take place on **Week 18 (Wed.)**. Quizzes are to be taken in the **first 15 minutes** of the class.
4. Writing assignments are carefully scheduled as stages toward the fulfillment of the course's objectives. **No late assignments** will be accepted.
5. It is crucial to **complete all the preparatory tasks** before class, for it is the only way that you can engage in the class discussion.
6. All works should be typed and follow the **specific format** instructed in class. (original margins, 12pt Times New Roman, double spaced, Window 2003-2007)

Course Intended Learning Outcomes (CILOs)

Core Competencies (CCs)	CILO		CC
1. Professional knowledge and skills 2. Independent judgment and critical thinking 3. Teamwork 4. Interpersonal Communication skills	CILO 1	Understand common rhetoric modes in academic writing.	1, 2
	CILO 2	Apply knowledge of grammar function to academic writing.	1, 2
	CILO 3	Demonstrate familiarity with vocabulary frequently used in academic writing.	1, 2
	CILO 4	Edit and proofread the writing of one's own and one's peers.	1, 2 3, 4

Assessment Method

Types of Assessment	Weighting	CLIO	CC	Description
Homework and Assignments	40%	1, 2 3, 4	1, 2 3, 4	<ul style="list-style-type: none"> Students develop a paragraph and an essay via pre-writing, writing and re-writing. Students edit and proofread their own and their peers' writing.
Weekly Tests	20%	2, 3	1, 2	<ul style="list-style-type: none"> Students demonstrate their familiarity with the vocabulary and grammar frequently used in academic writing.
Final Exam	20%	1, 2, 3	1, 2	<ul style="list-style-type: none"> Students demonstrate their familiarity with the vocabulary and grammar frequently used in academic writing. Students analyze essay organization. Students produce writing that responds to requirements set out in the task.
Learning tasks	20%	1, 2 3, 4	1, 2 3, 4	<ul style="list-style-type: none"> Students practice writing skills regarding paragraph and essay development. Students share ideas via individual responding to reading, peer reviews or group discussions.

Textbooks and Required Readings

- Oshima, A., & Hogue, A. (2014). *Longman Academic Writing Series: Essays (5th ed.)*. New York: Pearson Education.
- 活用學術字彙：跨出論文寫作的第一步。台北：國立臺灣大學出版中心，2010。
- 活用文法結構：捷進學術英文寫作關鍵。台北：國立臺灣大學出版中心，2011。

Useful resources

- Academic Writing for Graduate Students, 2nd edition*. John M. Swales and Christine B. Feak. (2004). Ann Arbor: University of Michigan Press.
- Grammar Dimensions 4, 2nd edition*. Jan Frodesen and Janet Eyring. (1997). Boston: Heinle & Heinle.
- Grammar for the Writing of English Research Papers* (英文研究論文寫作文法指引). Posen Liao (廖柏森). (2006). Taipei: Jong-Wen Books (眾文圖書).
- Writing Clear Paragraphs, 6th edition*. Robert B. Donald, James D. Moore, Betty Richmond Morrow, Lillian Griffith Wargetz, and Kathleen Werner. (1999). NJ: Prentice Hall Regents.

5. *Writing Clear Essays, 3rd edition*. Robert B. Donald, Betty Richmond Morrow, Lillian Griffith Wargetz, and Kathleen Werner. (1996). NJ: Prentice Hall Regents.
6. *English Skills with Readings, 5th edition*. John Langan. (2007). NY: McGraw-Hill.
7. *College Writing Skills, 7th edition*. John Langan. (2008). NY: McGraw-Hill.
8. *Paragraph Development: A Guide for Students of English, 2nd edition*. Martin L. Arnaudet & Mary Ellen Barrett. (1990). NY: Prentice Hall Regents.
9. *Strategies for Successful Writing, 6th edition*. James A. Reinking, Andrew W. Hart, and Robert von der Osten. (2002). NJ: Prentice Hall Regents.
10. *Developing Composition Skills: Rhetoric and Grammar, 2nd edition*. Mary K. Ruetten. (2003). Boston: Heinle& Heilne.
11. *Refining Composition Skills: Rhetoric and Grammar, 5th edition*. Regina L. Smalley, Mary K. Ruetten, and Joann Rishel Kozyrev. (2001). Boston: Heinle& Heilne.

Schedule (tentative)

週數	單字/文法 考試	文法	課程內容	附註	作業
W1	—	—	Course introduction		HW1
W2	—	Punctuation Marks	Paragraph structure	Ch1	Video
W 3	Sublist 1	Articles	♪ Unity and coherence	Ch2	Video
W 4	Sublist 2	Reference Forms	♪ Supporting details	Ch3	HW2
W 5	Sublist 3	Subject-Verb Agreement	Brainstorming & clustering	Ch4	
W 6	Grammar (1)	Tenses & Aspects	From paragraph to essay	Ch8	Video
W 7	Sublist 4	Transition Signals	♪ Summary, paraphrase, plagiarism	Ch 5	Assignment 1
W 8	Sublist 5	Passive Voice	Process essays	Ch 5	Video
W9	—	Modal Verbs	♪ Cause/effect essays	Ch6	Assignment 2
W 10	Sublist 6		Cause/effect essays	Ch6	
W11	Grammar (2)	Infinitives & Gerunds	Comparison/contrast essays	Ch7	
W 12	Sublist 7	Noun Clauses	Comparison/contrast essays	Ch7	HW3
W13	Sublist 8	Relative Clauses	Argumentative essays	Ch 9	
W 14	Sublist 9	Participle Phrases	Argumentative essays	Ch 9	Video
W 15	Sublist 10	Emphatic Structures	♪ Classification	WCP Ch 7	Assignment 3
W 16	Grammar (3)	Prepositions	Classification	WCP Ch7	Portfolio due
W17	—	Review	Review		
W18	Final Exam				