

# Associate Degree Program

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| <b>Specialization</b>    | الترجمة                               |
| <b>Course Number</b>     | 021600111                             |
| <b>Course Title</b>      | فن الكتابة والتعبير باللغة الإنجليزية |
| <b>Credit Hours</b>      | 3                                     |
| <b>Theoretical Hours</b> | 3                                     |
| <b>Practical Hours</b>   | 0                                     |

### **Short Description:**

This is a three hour credit course that focuses on the skills, techniques, and strategies for writing effectively. Students are required to master basic English grammar, punctuation, sentence structure, paragraph structure, and essay structure. The aim of the course is to teach students the steps of clear writing and thinking to produce well - written paragraphs and essays.

### **Course Objectives:**

Upon completion of this course, students will be able to:

1. Master the Mechanics of writing; the use of correct punctuation marks and capital letters; etc.
2. Use highly developed sentence structure and write a variety of sentence types: simple sentences, compound sentences, and complex sentences.
3. Improve sentence level errors such as run-on sentences and fragments to create complete sentences
4. Write developed, unified, coherent essays that are free from errors in grammar and mechanics
5. Use connecting words and transition signals in the paragraph.
6. Compose paragraphs with different topics and purposes (comparison / contrast, cause / effect, opinion, descriptive, narrative, and expository.)
7. Identify and apply the organization and the structure of a paragraph (i.e. topic sentence, supporting details, concluding sentence, and transitions,)
8. Use the five steps in the writing process to construct academic writing tasks that( prewriting, outlining the structure of ideas, writing a rough

draft, revising, and editing)

**Detailed Description:**

| Unit number | Title of the unit      | Content of Unit   | Time |
|-------------|------------------------|---|------|
| 1           | Sentence structure     | Types of sentences ( simple, compound, complex , and compound –complex sentences.)<br>Dependents and dependents clauses.<br>Types of clauses ( noun, adjective adverb)<br>Parallelism, sentence problems. |      |
| 2           | Writing mechanism      | Agreement, Indentation,<br>Punctuation, Contractions<br>Spelling rules, Abbreviations   |      |
| 3           | Writing Paragraph      | The three parts of a paragraph ( topic sentence, supporting sentence , concluding sentence)<br><br>Supporting details : facts , quotations, statistics .  |      |
| 4           | The process of writing | Choosing the topic, planning, writing, editing, and publishing.<br><br>Unity and Coherence  |      |

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| 5 | Essay writing | The parts of the essay(<br>introductory paragraph body<br>paragraphs, concluding<br>paragraph<br><br>Chronological order essays,<br>cause / effect essays,<br>comparison/contrast essays,<br>paraphrasing, and summary) |  |
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**Books and references:**

1. Maximize your writing 1&2 Pearson (2016). Pearson Education
2. Oshima, Alice & Ann Hogue ( 2006). Writing Academic English 4<sup>th</sup> edition. Pearson.
3. Hogue, Ann. (2008) First step in Academic writing 2<sup>nd</sup> edition. Pearson.