

Course Syllabus

Course title: Writing for Communication **Course number:** 1551110
Credits: 3(3-0-6)
Institution: English Program, Faculty of Humanities and Social Sciences
Nakhon Pathom Rajabhat University
Schedule: Semester 2/2019; Tuesday (period 1-3 / 6-8) **Venue:** HS 401
Instructor: Putsadee Pathumarak (4081); e-mail: pussadee2018@gmail.com
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Course description

English writing skills for daily-life communication including introducing oneself, cards, Blogs, invitations, forms, itineraries, resumes, application letters, memos, and E-mail

Aims

This course aims to enable students to develop skill in writing English and also overall skills in real-life communication.

Objectives

After completing this course, students will be able to:

1. introduce themselves by e-mail;
2. create Weblogs;
3. write about their personal information;
4. develop skills in reading and writing notes and messages;
5. create and send printed cards and e-cards on various occasions such as greeting, congratulations, etc.
6. read and write invitations, acceptances and refusals;
7. write diaries using accurate language structure;
8. read and develop itineraries
9. read and write memos
10. read and complete various forms;
11. read and write resumes;
12. read and write application letters; and
13. develop skills in reading and writing formal emails.

Contents

- Unit 1: Introducing oneself
- Unit 2: Weblogs
- Unit 3: Everyday notes and messages
- Unit 4: Cards
- Unit 5: Invitations
- Unit 6: My diaries
- Unit 7: Itineraries
- Unit 8: Memos
- Unit 9: Forms
- Unit 10: Resumes
- Unit 11: Application letters
- Unit 12: Formal emails

Lesson

| Week | Topic | Activities | Materials |
|------|-------------------------------------|--|---|
| 1 | Unit 1: Introducing oneself | <ul style="list-style-type: none"> - Introduce the course - Pre-writing activity - While writing: study models of writing introducing oneself ,practice writing - Post-writing: find a keypal and introduce oneself by using e-mail , send an e-mail introducing oneself to the instructor | <ul style="list-style-type: none"> -Power Point] -handouts |
| 2 | Unit 2: Weblogs | <ul style="list-style-type: none"> - Pre-writing activity: discuss and read Weblog - While-writing: demonstrate how to create a Weblog - Post-writing: create and publish Weblogs | <ul style="list-style-type: none"> - Weblogs -the Internet -Power point -handouts |
| 3 | Unit 3: Everyday notes and messages | <ul style="list-style-type: none"> -Pre-writing: discuss and questions -While-writing: study examples of notes and messages, practise writing sentences for abbreviations - Post-writing: write notes, messages and text messages | <ul style="list-style-type: none"> -Power point -handouts |
| 4 | Unit 4: Cards | <ul style="list-style-type: none"> - Pre-writing: discuss and questions - While-writing: study the example of cards in various occasions, read the cards and analyse the language use in writing the cards - Post-writing: writing cards in various occasions | <ul style="list-style-type: none"> - printed cards - e-cards - the Internet - pictures - handouts |
| 5 | Unit 5: Invitations | <ul style="list-style-type: none"> - Pre-writng: discuss and questions - While-writing: study how to write invitation cards and invitation e-mail - Post-writing: write invitation cards and send invitation e-mail to the instructor and classmates | <ul style="list-style-type: none"> - invitation cards - e-mail - handouts - the Internet |
| 6 | Unit 6: My diaries | <ul style="list-style-type: none"> - Pre-writing: discuss and questions - While-writing: study sample diaries and analyse the language used in writing a diary - Post-writing: write a diary | <ul style="list-style-type: none"> - diary - handouts |
| 7&9 | Unit 7: Itineraries | <ul style="list-style-type: none"> - Pre-writing: discuss an itinerary - While-writing: study an itinerary and analyse the language used in writing a diary, main parts of itinerary,etc., develop an itinerary using correct language structure - Post-writing: writing itinerary in groups | <ul style="list-style-type: none"> - authentic itinerary - the Internet - pictures - Powerpoint - handouts |

| Week | Topic | Activities | Materials |
|-------------|------------------------------|--|--|
| 8 | Midterm test | Students do paper test | |
| 10 | Unit 8: Memos | <ul style="list-style-type: none"> - Pre-writing: brainstorm/ discuss the questions - While-writing: read and study memos and answer related questions, analyse the language used in writing memos and parts of memos, practice writing memo in pairs. - Post-writing: students write memos individually | <ul style="list-style-type: none"> - Power point - handouts |
| 11-12 | Unit 9: Forms | <ul style="list-style-type: none"> - Pre-writing: brainstorm/ discussion - While-writing: study forms and answer the related questions, analyse the items in a form, practice filling in a form -Post-writng: search for a form online and complete it | <ul style="list-style-type: none"> - Power point - handouts - authentic form |
| 13 | Unit 10: Resumes | <ul style="list-style-type: none"> - Pre-writing: brainstorm/ discuss the questions - While-writing: study examples of resumes, analyse the parts/items in resumes, practice writing a resume - Post-writing: students write their resumes individually | <ul style="list-style-type: none"> - Power point - handouts |
| 14-15 | Unit 11: Application letters | <ul style="list-style-type: none"> - Pre-writing: brainstorm/ discuss the questions - While-writing: study the job ads and examples of application letter, analyse the parts/items in an application letter, Practice writing an application letter in pairs - Post-writing: students write their application letter individually | <ul style="list-style-type: none"> - Power point - handouts - authentic job ads |
| 16 | Unit 12: Formal emails | <ul style="list-style-type: none"> - Pre-writing: brainstorm/ discuss the questions - While-writing: study an example of formal email letter and informal email, analyse the differences between formal and informal emails, practice writing in pairs - Post-writing: students write formal emails letter from given situations | <ul style="list-style-type: none"> - Power point - handouts |
| 17-18 | Final examination | Students do paper test | |

Materials

1. the Internet e.g. e-mail, the WWW, Weblog
2. handouts
3. authentic materials e.g. cards, itineraries, forms, etc.
4. Power point

Assessment

- Tests = 10%
- Written tasks = 20% (unit exercises, homework, group work ,pair work, quizzes etc.)
- Presentation = 10%
- Class attendance = 10%
- Mid-term test = 20%
- Final examination = 30%

Grading [criteria]

| | | | | | |
|---|---|---------|----|---|--------|
| A | = | 80-100% | B+ | = | 75-79% |
| B | = | 70-74% | C+ | = | 65-69% |
| C | = | 60-64% | D+ | = | 55-59% |
| D | = | 50-54% | E | = | 0-49% |

Reference

Textbook:

1. Barnard, R.&Meehan, A. (2005). *Writing for the Real World: An Introduction to Business Writing*. Oxford: Oxford University Press.
2. Barnard, R.& Zemach, D. (2004). *Writing for the Real World: An Introduction to General Writing*. Oxford: Oxford University Press.
3. Emmerson, P. (2005). *Email English*. Oxford: Macmillan
4. Noytim, U. (2010). *Writing for Communication*. Nakhon Pathom Rajabhat University.
5. Palmer, G. (2008). *Real Writing*. Cambridge: Cambridge University Press.
6. Palmer, G. (2008). *Real Writing 2*. Cambridge: Cambridge University Press.

Requirements:

1. Eighty percent attendance is required to be eligible to take the final exam. Students who are absent more than three classes will fail the course.
2. Students more than 15 minutes late to class will be marked absent.
3. Students who come to the class late more than two times are marked absent.
4. For each absence, one point will be deducted from the class attendance points.
5. If you will miss an exam or an important quiz due to a serious illness, you must contact the instructor and provide a note from your doctor.
6. Participation points are earned on the basis of active involvement by the students, that is, offering ideas and opinions during discussions, and frequently asking and answering questions.
7. Please turn off mobile phones during class.
8. Dress up properly according to the regulations of the University.
9. Do the assigned exercises and hand them in by the appointed time.

Outsadee Pathumarak Instructor