

Expository Writing

Code	Credit Hours
ENGL-104	3-0

Course Description

Focusing on 21st century skills that incorporate critical thinking, this course aims to enable students to become academically literate by polishing their critical thinking, reading, speaking, and writing skills needed for academic success. The course is specifically designed to teach advanced intellectual writing to students by providing them with exposure to a variety of expository writings that they will be trained to critically read and evaluate. Moreover, this course also focuses on aspects of technical and business writing, where they will learn important topics like report writing and proposal writing. Keeping in mind the diverse interests of students, the materials are drawn from a variety of disciplines for active engagement of students in the learning process to promote learner autonomy

Textbook:

"The Norton Field Guide to Writing" by Bullock, Goggin and Weinberg.

Reference Book:

- 1.A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian. Sixth Edition. The University of Chicago Press
- 2.Technical writing Process and Product by Sharon Gerson and Steven Gerson
- 3.Reporting Technical Information by Kenneth W. Houp, Thomas E.Persall, Tebeaux and Dragga Tenth Edition.
- 4.Technical Communication (15th edition) by John M. Lanon and Laura J Gurak.

Prerequisites:

Functional English (HU-114)

ASSESSMENT SYSTEM FOR THEORY

Quizzes	10%
Assignments	10%
Mid Terms	30%
ESE	50%

ASSESSMENT SYSTEM FOR LAB

Quizzes	N.A
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Assignments	N.A
Lab Work and Report	N.A
Lab ESE/Viva	N.A

Teaching Plan

Week No.	Topics	Learning outcomes
1	Introduction to the subject, Importance, Definitions	•Types of expository writing, Types of Academic writing, Types of Technical writing, Features, Qualities •Basic Principles
2	Mechanics of Academic Writing	• Critical reading of academic texts •CMAPP analysis (context, message, audience, purpose and product)
3	Writing Process-Three stages	•Pre-writing - Techniques •Writing/Drafting •Revision / Editing (proof reading)
4	Writing in a group	• Group/collaborative Writing (Requirements, Techniques) •Group/collaborative (Stages)-Tuckman's Linear model of group development.
5	Audience Recognition	• Audience (Recognition, Knowledge level, Roles) •Audience (Organizational distance, Attitudes, Involvement) •Critical reading of technical texts keeping audience in mind. •SQ3R strategy of reading
6	Approaches to expository writing	•How to Compose: Good News Message, Bad News Message: Creating Buffer •Persuasive Message (to motivate)
7	Writing for different purposes	• Letter Writing: Types of letters: Acknowledgment & Adjustment, Complaint Letters, Inquiries and Responses •Manual writing
8	Writing for different purposes	•Memorandum Writing •Preparing summaries •Preparing outlines
9	MIDTERM IN WEEK 9	
10	Ethical communication	• Ethical communication •How to protect your ideas in a workplace (patents, copyright laws and trademarks) •Plagiarism and how to avoid it
11	Graphics in academic and technical writing	• Basic graphic principles •Types of graphics
12	Proposal writing	• Types • How to write a proposal • Class assignment on proposal writing
13	Report Writing	• Types, IMRD report

		• How to write a report • Class assignment on report writing
14	Research and Documentation	• Definitions, Types • Methodologies • How to write an abstract
15	Research and Documentation	• Literature search, lib tools • Abstract, Introduction, Main body, Conclusion, Recommendation • Reading and critical analysis of relevant research papers
16	Presentations	• Class presentations
17	Presentations and revision	• Class presentations (continued) • Revision of the course
18	END SEMESTER EXAMS	

Practical:

Experiment No	Description
1	N.A
2	N.A
3	N.A
4	N.A
5	N.A
6	N.A
7	N.A
8	N.A
9	N.A
10	N.A

