

<b>Title</b>	<b>Writing Workshop</b>
<b>Code</b>	<b>EN-301</b>
<b>Credit Hours</b>	3
<b>Category</b>	English
<b>Prerequisite</b>	None
<b>Co-Requisite</b>	None
<b>Follow-up</b>	None
<b>Course Description</b>	<b>Topics:</b> Definition of Writing Skill, Techniques and Styles, Style: writing in your natural voice, Sentence length, and structures, choice of words and appropriateness, Use of capitals and first and second person pronouns, Active and passive, complete guide to style, Good usage: the split infinitive and all that General English rules and principles, Punctuation and use of capitals, A short grammar of current English: Parts of speech; nouns, pronouns, adjectives, Determiners, Verbs, Adverbs, Articles, Prepositions, conjunctions, words and suffixes, Phrases, clauses and sentences; linking phrases, transitions, coherence and unity, Genres of essays; narrative, descriptive and argumentative, short stories; understanding the basic differences, Features of a book review, How to write a bibliography and references, Idioms and figure of speech, Phrasal Verbs, Writing Assignments and Using the computer to improve writing, Reading Comprehension, Summarizing: descriptive, informative and evaluative summary, Simple application format and writing, Letter formats and writing, How to Write Effective Emails, Differences between British and American English
<b>Text Book(s)</b>	George Stern, Writing in English: An Invaluable Guide to Effective Writing, Didax Educational Resources, 2004, ISBN-13: 978-1583241868
<b>Reference Material</b>	Handouts