

Title: Expository Writing

Code Number: HS4101

Credit Hours: 3 (3+0)

Prerequisites: HS1107 Functional English

Semester: 7th

Course Objectives

The course will enable students to:

1. Understand the essentials of the writing process integrating pre-writing, drafting, editing and proofreading to produce well-structured essays.
2. Demonstrate mastery of diverse expository types to address different purposes and audiences.
3. Uphold ethical practices to maintain originality in expository writing.

Contents

Unit 1: Introduction to Expository Writing

1. Understanding expository writing (definition, types, purpose and applications)
2. Characteristics of effective expository writing (clarity, coherence and organization)
3. Introduction to paragraph writing

Unit 2: The Writing Process

1. Pre-writing techniques (brainstorming, free-writing, mind-mapping, listing, questioning and outlining etc.)
2. Drafting (three stage process of drafting techniques)
3. Revising and editing (ensuring correct grammar, clarity, coherence, conciseness etc.)
4. Proof reading (fine-tuning of the draft)
5. Peer review and feedback (providing and receiving critique)

Unit 3: Essay Organization and Structure

1. Introduction and hook (engaging readers and introducing the topic)
2. Thesis statement (crafting a clear and focused central idea)
3. Body Paragraphs (topic sentences, supporting evidence and transitional devices)
4. Conclusion (types of concluding paragraphs and leaving an impact)
5. Ensuring cohesion and coherence (creating seamless connections between paragraphs)

Unit 4: Different Types of Expository Writing

1. Description
2. Illustration
3. Classification
4. Cause and effect (exploring causal relationships and outcomes)
5. Process analysis (explaining step-by-step procedures)
6. Comparative analysis (analyzing similarities and differences)

Unit 5: Writing for Specific Purposes and Audiences

1. Different types of purposes (to inform, to analyze, to persuade, to entertain etc.)
2. Writing for academic audiences (formality, objectivity, and academic conventions)
3. Writing for public audiences (engaging, informative and persuasive language)
4. Different tones and styles for specific purposes and audiences

Unit 6: Ethical Considerations

1. Ensuring original writing (finding credible sources, evaluating information etc.)
2. Proper citation and referencing (APA, MLA, or other citation styles)
3. Integrating quotes and evidence (quoting, paraphrasing, and summarizing)
4. Avoiding plagiarism (ethical considerations and best practices)

Teaching-Learning Strategies:

As part of the overall learning requirements, students will be required to build a writing portfolio having a variety of expository texts and present the same at the end of the course showcasing proficiency in expository writing.

Assignments/Types and Number with calendar:

A minimum of four assignments to be submitted before the written exams for each term.

Assessment and Examinations:

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	It takes place at the mid-point of the semester.
2.	Sessional Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentations, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

Recommended Books:

1. "The St. Martin's Guide to Writing" by Rise B. Axelrod and Charles R. Cooper.
2. "They Say I Say: The Moves That Matter in Academic Writing" by Gerald Graff and Cathy Birkenstein.
3. "Writing Analytically" by David Rosenwasser and Jill Stephen.
4. "Style: Lessons in Clarity and Grace" by Joseph M. Williams and Joseph Bizup.
5. "The Elements of Style" by William Strunk Jr. and E.B. White.
6. "Good Reasons with Contemporary Arguments" by Lester Faigley and Jack Selzer.
7. "Writing to Learn: How to Write - and Think - Clearly About Any Subject at All" by William Zinsser.
8. "The Norton Field Guide to Writing" by Richard Bullock, Maureen Daly Goggin, and Francine Weinberg.
9. "The Art of Styling Sentences" by Ann Longknife and K.D. Sullivan.
10. "Writing Today" by Richard Johnson-Sheehan and Charles Paine.