

UNIVERSITY LAW COLLEGE
UNIVERSITY OF THE PUNJAB
COURSE OUTLINE
LL.B 04 Years Program
SEMESTER-II

Paper Code	LL.B. 203	Cr. Hrs.	03
Paper Title	EXPOSITORY WRITING		
Domain	General Education Course		

DESCRIPTION

Expository Writing is a sequential undergraduate course aimed at refining writing skills in various contexts. Building upon the foundation of the pre-requisite course, Functional English, this course will enhance students' abilities of producing clear, concise and coherent written texts in English. The course will also enable students to dissect intricate ideas, to amalgamate information and to express their views and opinions through well-organized essays. The students will further be able to refine their analytical skills to substantiate their viewpoints using credible sources while adhering to established ethical writing norms. Additionally, the course will highlight the significance of critical thinking enabling students to produce original and engaging written texts.

COURSE LEARNING OUTCOMES

By the end of this course, students will be able to:

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

SYLLABUS

1. Introduction to Expository Writing:
 - Understanding expository writing (definition, types, purpose and applications)
 - Characteristics of effective expository writing (clarity, coherence and organization)
 - Introduction to paragraph writing
2. The Writing Process:
 - Pre-writing techniques (brainstorming, free-writing, mind-mapping, listing, questioning and outlining etc.)
 - Drafting (three stage process of drafting techniques)
 - Revising and editing (ensuring correct grammar, clarity, coherence, conciseness etc.)
 - Proofreading (fine-tuning of the draft)
 - Peer review and feedback (providing and receiving critique)

3. **Essay Organization and Structure:**
 - Introduction and hook (engaging readers and introducing the topic)
 - Thesis statement (crafting a clear and focused central idea)
 - Body Paragraphs (topic sentences, supporting evidence and transitional devices)
 - Conclusion (types of concluding paragraphs and leaving an impact)
 - Ensuring cohesion and coherence (creating seamless connections between paragraphs)
4. **Different Types of Expository Writing:**
 - Description
 - Illustration
 - Classification
 - Cause and effect (exploring causal relationships and outcomes)
 - Process analysis (explaining step-by-step procedures)
 - Comparative analysis (analyzing similarities and differences)
5. **Writing for Specific Purposes and Audiences:**
 - Different types of purposes (to inform, to analyze, to persuade, to entertain etc.)
 - Writing for academic audiences (formality, objectivity, and academic conventions)
 - Writing for public audiences (engaging, informative and persuasive language)
 - Different tones and styles for specific purposes and audiences
6. **Ethical Considerations:**
 - Ensuring original writing (finding credible sources, evaluating information etc.)
 - Proper citation and referencing (APA, MLA, or other citation styles)
 - Integrating quotes and evidences (quoting, paraphrasing, and summarizing)
 - Avoiding plagiarism (ethical considerations and best practices)

PRACTICAL APPLICATIONS AND CAPSTONE PROJECT

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.

SUGGESTED INSTRUCTIONAL/READING MATERIAL

1. "The St. Martin's Guide to Writing" by Rose 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 Jonson-Sheehan and Charles Paine.