

**Institute of English Studies  
Faculty of Arts and Humanities  
University of the Punjab, Lahore.  
Course Outline**



Programme	BS English Literature	Course Code	GENG-201	Credit Hours	3
Course Title	Expository Writing				
Course Introduction					
Expository Writing is a foundational course designed to develop students' critical thinking, analytical reading, and academic writing skills. Emphasizing clarity, coherence, and critical analysis, students will engage with various nonfiction forms, including essays, articles, reports, and argumentative essays. The course also introduces research methods, source integration, and proper citation practices to prepare students for advanced academic writing and communication.					
Learning Outcomes					
On the completion of the course, the students will be able to: <div><div>1. Produce clear, coherent, and well-organized academic writing.</div><div>2. Construct unified and well-developed paragraphs, using topic sentences, transitions, and supporting details effectively.</div><div>3. Adapt writing style, tone, and structure according to the purpose, audience, and academic context.</div><div>4. Conduct basic academic research and incorporate credible sources to support their arguments effectively.</div><div>5. Utilize correct grammar, punctuation, and mechanics to produce polished and professional academic writing.</div></div>					
Course Content				Assignments/Readings	
Week 1	Unit-I Course Overview Unit-II Defining Expository Writing Purpose, Forms, and Audience			Reading: Kane, T. S. (2003). <i>The Oxford essential guide to writing</i> . Oxford University Press.	
Week 2	Unit-III Stages of Writing Prewriting, Drafting, Revising, Editing Unit-IV Pre-Writing Brainstorming, Freewriting, and Clustering Techniques			Reading: Hacker, D., & Sommers, N. I. (2012). <i>Rules for writers</i> . Bedford/St. Martin’s. Assignment: Brainstorm and outline for a descriptive essay	
Week 3	Unit-V Components of a Paragraph  Topic Sentence, Unity, Coherence  Unit-VI Transitions and Logical Flow			Reading: Lunsford, A. A. (2012). <i>Constructing Arguments The Everyday Writer</i> . Macmillan Higher Education. Assignment: Write a descriptive paragraph using transitions	
Week 4	Unit-VII Effective Introductions Hooks, Context, and Purpose Unit-VIII Strong Conclusions: Restating the Thesis and Providing Closure			Assignment: Write an introduction and conclusion for a previously written paragraph	

<b>Week 5</b>	<b>Unit-IX Writing Descriptive Essays</b> <b>Unit-X Writing Narrative Essays</b>	Reading: Selected narrative and descriptive essays Assignment on a descriptive or narrative essay
<b>Week 6</b>	<b>Unit-XI Process Analysis Essays</b> Explaining How and Why: Structure of Process Analysis <b>Unit-XII Purpose and Audience</b>	Reading: Hutchinson, E. (2005). <i>Expository writing</i> . Saddleback Educational Publishing. Activity: Analysis of two contrasting process essays—one instructional, one analytical.
<b>Week 7</b>	<b>Unit-XIII Cause and Effect Essays</b> Understanding Causal Relationships Organizing and Structuring Cause and Effect Writing	Reading: Sample cause-effect essays Assignment: Write a cause and effect essay
<b>Week 8</b>	<b>MIDTERM EXAMINATION</b>	
<b>Week 9</b>	<b>Unit-XIV Compare and Contrast Essays</b> Strategic Organization in Compare and Contrast Writing Developing Comparison/Contrast Arguments	Reading: Sample compare and contrast essays Assignment: Write a compare and contrast essay
<b>Week 10</b>	<b>Unit-XV Argumentative and Persuasive Writing</b> Understanding Argument Structure and Claims Supporting Arguments with Logic and Evidence	Reading: Graff, G., & Birkenstein, C. (2024). <i>“They Say/I Say”: The Moves That Matter In Academic Writing</i> (6th ed.). W. W. Norton & Co., Cop. Assignment: Write a short argumentative essay
<b>Week 11</b>	<b>Unit-XVI Critical Reading and Response</b> Analyzing Arguments in Texts <b>Unit-XVII Writing a Response Essay</b>	Reading: Opinion pieces and editorial articles
<b>Week 12</b>	<b>Unit-XVIII Research and Source Integration</b> Finding and Evaluating Sources Summarizing, Paraphrasing, Quoting	Assignment: Annotated bibliography of 3 academic sources

Week 13	<b>Unit-X Citation and Avoiding Plagiarism</b>  MLA and APA Citation Formats  <b>Unit-XXVI</b> Incorporating and Documenting Sources Ethically	Reading: Purdue University. (2015). <i>OWL // Purdue Writing Lab</i> . Purdue Writing Lab. <a href="https://owl.purdue.edu/">https://owl.purdue.edu/</a> MLA/APA resources
Week 14	<b>Unit-XXVII Drafting the Final Essay</b>  Structuring an Extended Expository Essay  <b>Unit-XXVIII</b>  Peer Review and Revision Strategies	Assignment: First draft of final essay
Week 15	<b>Unit-XXIX Revision and Editing</b>  Editing for Grammar, Style, and Clarity  <b>Unit-XXX</b>  Individual Feedback Sessions	Assignment: Revise final essay
Week 16	<b>END TERM EXAMINATION</b>	
<b>Textbooks and Reading Material</b>		
1. Graff, G., & Birkenstein, C. (2024). <i>They Say/I Say</i> . W. W. Norton & Co., Cop. 2. Hacker, D. and Nancy Sommers (2018). <i>Rules for Writers</i> . Bedford/St. Martin’s. 3. Hutchinson, E. (2005). <i>Expository writing</i> . Saddleback Educational Publishing. 4. Kane, T. S. (2003). <i>The Oxford Essential Guide to Writing</i> . Oxford University Press. 5. Lunsford, A. A., Paul Kei Matsuda, & Tardy, C. M. (2020). <i>The Everyday Writer</i> . Bedford/St. Martin’s.		
<b>Teaching Learning Strategies</b>		
1. Students will engage in a process-based writing approach, developing their work through brainstorming, drafting, revising, and editing. 2. One-on-one instructor conferences will support individual progress through personalized feedback and guidance. 3. Peer review sessions will be conducted to promote collaborative learning and critical feedback skills. 4. Collaborative writing tasks will enhance teamwork, idea generation, and collective editing skills. 5. Comparative analysis of sample essays will help students identify effective strategies and apply them in their own writing.		
<b>Assignments: Types and Number with Calendar</b>		
1. Week 3- Writing a descriptive paragraph with transitions. 2. Week 4- Draft an introduction and conclusion. 3. Week 7- Write a cause and effect essay. 4. Week 8- Compare and contrast essay. 5. Week 10- Write a short argumentative essay. 6. Week 12- Submit an annotated bibliography. 7. Week 14- Submit the first draft of final essay.		

Assessment			
Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	25%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	15%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	60%	Written Examination 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.