



BANDIRMA ONYEDİ EYLÜL UNIVERSITY
School of Foreign Languages
Basic English Department
2025-2026 Academic Year
B2 UPPER-INTERMEDIATE LEVEL

READING & WRITING COURSE

COURSE OUTLINE

1. Course Description

This course is designed to develop academic writing skills, including paragraphs and essays. The course offers a carefully structured approach that focuses on writing as a process. The course aim is to prepare students to be able to understand rhetoric and sentence structure in a straightforward manner and use high-interest models and varied practice types.

2. Goals and Learning Outcomes

Course Aim:

The course aims at helping learners to be able to produce well-organized, clearly developed essays that are essential to academic writing in English. By the end of the course, students will be able to write academic paragraphs and essays with accuracy and confidence.

Course objectives:

The course is intended to develop students' language skills to:

- Write academic paragraphs and revise them.
- Write different types of essays such as process, division & classification, cause & effect, etc.

3. Materials

READY TO WRITE 3- PEARSON PUBLISHING

4. Overall Structure of the Course and Requirements

The format of this course will be based on in-class activities on the assigned materials and exercises designed to reinforce important writing skills and strategies. Students are expected to attend class regularly, participate in activities, complete the given assignments before and after class, ask questions and turn in assignments on time and correct their mistakes upon teacher and peer feedback.

5. Course Policies

Assignments: All assignments are due at the start of the lesson hour unless otherwise specified. The assignments and other tasks must be submitted as scheduled in the syllabus and as announced in class. Exceptions will only be made in exceptional circumstances.

Electronic devices: No iPods, mobile phones or other electronic devices will be allowed in class. Cell phones must be switched off during the class.

Plagiarism: Plagiarism refers to a form of cheating that has been defined as ‘the false assumption of authorship; the wrongful act of taking the product of another person’s mind and presenting it as one’s own. To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft. Simply put, plagiarism is not tolerated in this university. Respect yourself enough to have faith in what you can accomplish on your own, rather than stealing someone else’s work. Any student caught cheating or plagiarizing (meaning copying something from the Internet and /or from a friend and turning it in as their own work) will receive a 0 (ZERO) on that assignment.

6. Rules

- o Attend class every day. If you are unable to attend class, email your instructor, or talk to your instructor before you need to be absent.
- o Be on time for class and participate. Your success and the success of your peers in this course are influenced by your prompt attendance and participation. You are expected to participate in class and in groups.
- o Do all of your work, and do it on time. You must complete all of your homework and in class work for this course on the day it is due. When you return to class after an absence, it is your responsibility to talk to your instructor or friends before class to find out which work you have missed.
- o Do not plagiarize. All of your work must be your work, not someone else’s. Do not ask friends, roommates, or anyone else to do your work. Plagiarism may result in failure.
- o Throughout the lessons only English will be used as a means of communication for both between teacher-student and between student-student interactions. Breaking any of these rules will result in negative points.

7. Assessment and Grading

Students must satisfactorily complete all course requirements to receive a passing grade to enter their Final Exam to exit their faculties. Grades will be assigned using the following weights throughout an Academic Year:

Progress Tests (3)	30 %
Quizzes (4)	20 %
Presentations (First Term: 1 In-class presentation, 1 International Day Second Term;: 1 In-class presentation, 1 Short Movie Project)	20 %
Portfolios (10 % from Writing Grades) (10 % from Online Homework)	20 %
Participation	10 %
Academic Year Performance Grade*	100 %
MINIMUM GRADE FOR ELIGIBILITY TO TAKE FINAL EXAM	65 pts from the performance in an Academic Year.
MINIMUM GRADE FOR ELIGIBILITY TO GO TO FACULTY	Maritime Transportation Management Engineering (English) Economics (English) Business Administration (English) Departments, 75 pts ; For English Translation and Interpreting Department, 85 pts

8. Course Outline

Course objectives, materials and outcomes are listed below unit based since the instructors need to cover one unit in a week. For a detailed Whole Map, instructors need to follow Operational Plan directed by Level Coordinators. However, circumstances may call for a departure from this schedule. Any changes in the schedule will be made in advance. The following instruction will be shared by Level Coordinators in each level via links

WEEK	LANGUAGE SKILL	UNIT	OBJECTIVES	MATERIAL
16	WRITING	CHAPTER 14: WRITING PERSONAL LETTERS AND BUSINESS LETTERS	Writing personal and business letters	READY TO WRITE 3
17		CHAPTER 1: GETTING READY TO WRITE	Writing a paragraph using the steps of the writing process	
18		CHAPTER 2: WRITING PARAGRAPHS	Writing paragraphs using time order, spatial order, and order of importance	
19		CHAPTER 3: REVISING AND EDITING	Using the essay writing process to write an essay about the pressures of being a student	
20		CHAPTER 4: WRITING ESSAYS	Writing a five-paragraph essay about a preference such as living in a small town or living in a big city	
21		REVIEW WEEK		
22		CHAPTER 5 PROCESS ESSAYS	Using the process to write a process essay using time order	
23		CHAPTER 6 : DIVISION AND CLASSIFICATION ESSAY	Using the writing process to write a division and classification essay	
24		CHAPTER 7 CAUSE AND EFFECT ESSAYS	Using the writing process to write a cause and effect essay	
25		CHAPTER 8 COMPARISON AND CONTRAST ESSAYS	Using the writing process to write a comparison and contrast essay	
26		CHAPTER 9 PROBLEM SOLUTION	Using the writing process to write a problem and solution	

		ESSAYS	essay	
27		CHAPTER 10 WRITING SUMMARIES	Writing one- paragraph summary of an article	
28		CHAPTER 11 EXPRESSING YOUR OPINIONS	Writing a five- paragraph essay that expresses your opinion about a controversial topic	
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30		CHAPTER 12 WRITING UNDERGRADUAT E AND GRADUATE SCHOOL APPLICATION ESSAYS	Writing an undergraduate or graduate application essay	
31		CHAPTER 12 WRITING UNDERGRADUAT E AND GRADUATE SCHOOL APPLICATION ESSAYS	Writing an undergraduate or graduate application essay	