

**COURSE OUTLINE:** Subject to change, simplification, etc.

**Week 1: INTRODUCTION AND BEARINGS:** We'll discuss the syllabus, ground rules, expectations, get better acquainted, and check attendance. You will also prepare me writing sample, in class.

**Week 2: STARTING OUT:** I will announce the course textbook, and we will set some goals. This is where we start planning what we're going to do, and you start making decisions about what you want to get out of this class. We'll also take a look at a couple of readings and discuss them, pulling them apart to get a good sense of their structure, their good and bad points, and so on.

**Week 3: WHERE DO YOU GET YOUR IDEAS?:** Pre-writing strategies, from brainstorming and idea webbing to free-writing. Choosing topics, narrowing and refining them, and settling on strategies for choosing topics depending on the length of your project will be discussed. Also, the classblog should be online, so I'll give you a quick lesson in how to sign up and how to use it, and you can sign up and start blogging for credit.

**Week 4: STRUCTURE AND ORGANIZATION:** We'll focus on how to create a structure, use it in an outline, and then build an essay by writing *into* an outline. We'll look at samples and at each others' writing in order to refine our sense of outlining, and we'll also check out a couple of alternative or "special" structures. You will write outlines for a few different essays, and you will write a short, simple essay from an outline that I'll provide. We'll also review formatting and layout, and establish your WRITING CHECKLIST. I also plan on getting some feedback from you at this time.

**Week 5: CATCH THIS:** This week, we'll review common EFL writing mistakes, and how to catch yourself doing them, as well as how to prepare editorial feedback. You will also review and update your Writing Checklist, and we'll do a writing exercise, going from brainstorming to outline in-class (and you'll attempt to finish the short essay for homework).

**Week 6: COPY ME #1:** Here I'm going to provide you with an example format/structure, and you're going to have one week to complete your own original piece of writing using this structure. It might be a business report, a newspaper editorial, or something else... I'll surprise you.

**Week 7: THE SECRET:** The secret of good writing is... well, there are a few, but one of the big ones is this: rewrite, rewrite, rewrite. We're going to discuss rewriting, editing, and proofreading your own work (and the work of your others). Important topics will include paragraph flow, cohesiveness, and outline revision.

**Week 8: MIDTERM EXAM:** More on this as the exam approaches.

**Week 9: PRIVATE CONSULTATIONS:** We will schedule individual meetings between me and each student, one-on-one, to discuss your progress, and to address any concerns that are specific to your writing. You can, of course, bring a friend, but the focus of our meeting will be your work, and how *you* are doing. (And, at the same time, you can let *me* know whether there's something I'm not covering in class that you would like me to discuss..)

**Week 10: COPY ME #2:** We're going to take a look at another pre-set format/structure, but this time it's going to be a bigger project and you're going to work in groups. You'll prepare some paragraphs and compile your writing into a single longer, cohesive piece. You'll have a couple of weeks to prepare it and submit it, but what is important is that you work as a team to create something bigger than any one individual's work.

**Week 11: STARTING THE BIG PROJECT:** Week 6 is a bit of a review. With that out of the way, you're going to get into groups and discuss your final writing project. Your group (and I) will help you brainstorm, refine your topic, and come up with a workable outline. You will continue to work on this project for the rest of the semester.

**Week 12: CONSULTATIONS / STYLE:** Some of the time we spend during this week will involve preliminary consultations with me, either individually or in groups, about your plans and progress for your major project. The rest of the time, we'll spend on the specifics of developing your personal writing style within an academic or professional writing mode.

**Week 13: COPY ME #3:** We're going to take a look at one more prepared format/structure, and you're going to prepare me a document in this format. This will probably be collaborative, like Copy Me #2, but it will also require some planning and cooperation. It's going to involve some planning and cooperation, though, I suppose,

if you are a workaholic, you could prepare me something on your own. I don't advise it, though!

**Week 14: MORE FEEDBACK:** You should have the first draft of your final project finished and be ready for feedback and revisions by this point. This week we'll share work, get feedback, and talk about editing and rewriting in terms of these projects.

**Week 15: MORE CONSULTATIONS:** I'm going to meet with you and discuss your projects, discuss your blog entries and portfolio, and so on.

**Week 16: THE BIG FINISH:** We'll get into something else, either something that will build on what you've learned, or some other, creative structure. Your final portfolios will be due, and other than that, we'll probably have a fun last meeting, if that's possible for a writing class.