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# **Course Syllabus**

**Course Name: Précis Writing**

**Course Number: 01021203**

## General Course Information:

Course title	Précis Writing
Course number	01021203
Credit hours (theory, practical)	3 hours
Contact hours (theory, practical)	3 hrs per week( 1 theory & 2 Practical) / 45 per month
Prerequisites/corequisites	-
Academic Program	English Language / Literature & English Language / Translation
Program code	02 / 08
Awarding institution	Isra University
Faculty	Faculty of Arts
Department	Dept. of English Language / Literature Dept. of English Language / Translation
Level of course	Second year – Second Semester
Academic year /semester	2019 – 2020 Second Semester
Awarded qualification	Bachelor Degree
Other department(s) involved in teaching the course	None
Language of instruction	English
Date of production/revision	09 / 03/ 2020

## Course Coordinator:

**Coordinator's Name: Doaa Riziq**  
**Office No.: 2103**  
**Office Phone: 2396**  
**Office Hours: Sunday 800: – 9:00**  
**Tuesday 10-11**  
**Thursday 1 - 2**  
**Monday and Wednesday 9:30 – 11**  
**Email: doaa.riziq@iu.edu.jo**

## Other Instructors:

**Coordinator's Name: Doaa Riziq**  
**Office No.: 2103**  
**Office Phone: 2396**  
**Office Hours: Sunday 800: – 9:00**  
**Tuesday 10-11**  
**Thursday 1 - 2**  
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## Course Description:

- Application of reading strategies to different kinds of academic texts
- Summarizing vs. paraphrasing
- Practice of summarizing and paraphrasing a variety of texts

**Text Book:** *Author(s), Title, Publisher, Edition, Year, Book website.*

Bazerman, C. *The Informed Writer: Using Sources in the Disciplines.*, University of California, 2010.

**References:** *Author(s), Title, Publisher, Edition, Year, Book website.*

Required book (s), assigned reading and audio-visuals:

1. Alexander, L. G. *Sixty Steps Précis: A New Approach to Summary-Writing for Overseas Students* (2<sup>nd</sup> Edition). Hong Kong: Longman Group(1970)..
2. Saran, T. *Précis Writing and Drafting*. Delhi: S. Chand & Company LTD(1995).

## Course Educational Objectives (CEOs):

1.	Students should be able to identify different important terms in précis writing.
2.	Students should be able to distinguish between summarizing and paraphrasing.
3.	Students should be able to understand different types of texts and the best strategies for reading them.
4.	Students should be able to practise summarizing and paraphrasing through exercises.

## Intended Learning Outcomes (ILO's):

	Intended Learning Outcomes (ILO's)	Relationship to CEOs	Contribution to PLOs
<b>A</b>	<b>Knowledge and Understanding:</b>		
A1	Identify some important terms in précis writing such as: skimming, scanning, summarizing, paraphrasing, plagiarism, quotations, unity, coherence ... etc.)	1	1
A2	Identify the difference between summarizing and paraphrasing.	2	2
<b>B</b>	<b>Intellectual skills:</b>		
B1	Use of in-text references (citation) properly.	4	1
<b>C</b>	<b>Subject specific skills:</b>		

C1	Identify the difference between summarizing and paraphrasing.	2	2
C2	Employ reading strategies while reading and writing.	3, 4	4
<b>D</b>	<b>Transferable skills:</b>		
D1	Summarize and paraphrase different texts as concise and continuous as possible of the principle facts contained in the original passage.	4	2

### Topic Outline and Schedule:

Topic	Weeks	Achieved ILOs
Introduction	1	
Basics of Paragraph Writing	2	A1
Strategies of Reading	3	C2
Chapter 1: Writing	4	A1
Chapter 2: Reacting to Reading: Annotations and Journals	5	C2
Chapter 2: Reacting to Reading: Annotations and Journals (Practice)	6	C2
Chapter 3: Paraphrasing: The Author's Thoughts in Your Words	7	A1, B1,
Chapter 3: Paraphrasing: The Author's Thoughts in Your Words (Practice)	8	A1, A2, C1, B1, D1
Chapter 4: Summarizing: The Author's Main Ideas	9	A1, B1
Chapter 4: Summarizing: The Author's Main Ideas (Practice)	10	A1, A2, C1, B1, D1
Summarizing (Practice)	11	A1, A2, C1, B1, D1
Paraphrasing (Practice)	12	A1, A2, C1, B1, D1
Summarizing (Practice)	13	A1, A2, C1, B1, D1
Paraphrasing (Practice)	14	A1, A2, C1, B1, D1
Revision	15	
<b>Final exam</b>	16	

### Teaching Methods and Assignments:

Development of ILOs is promoted through the following teaching and learning methods:

- Lectures

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## Course Policies:

### A- Attendance policies:

The maximum allowed absences is 15% of the lectures.

### B- Absences from exams and handing in assignments on time:

First Exam and second exam can be retaken based on approval of excuse by the instructor's discretion.

Not handing assignment on time will incur penalties.

### C- Academic Health and safety procedures

### D- Honesty policy regarding cheating, plagiarism, and misbehaviour:

Cheating, plagiarism, misbehaviour will result in zero grade and further disciplinary actions may be taken.

### E- Grading policy:

- All homework is to be posted online through the e-learning system.
- Exams will be marked within 72 hours and the marked exam papers will be handed to the students.

### F- Available university services that support achievement in the course: **Labs, Library.**

## Required equipment:

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## Assessment Tools implemented in the course:

- |  |     |
|--|-----|
| <input type="checkbox"/> Midterm Written Exam.     | 35% |
| <input type="checkbox"/> Final Written Exam.       | 50% |
| <input type="checkbox"/> Homework.                 | 10% |
| <input type="checkbox"/> Participation in Lecture. | 5%  |

## Program Learning Outcome (PLOs):

Program Learning Outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the knowledge, skills, and behaviours that students acquire as they progress through the program. A graduate of the () program will demonstrate

1.	Acquiring the basic language skills in English.
2.	Understanding the disciplines of knowledge of the English language.
3.	Developing different skills of contact and communication.
4.	Analysing linguistic and literary texts.
5.	The ability to adapt to different working environments and conditions.
6.	Evaluating different working environments and conditions.
7.	The ability to write scientific researches related to English language and literature.
8.	Acquiring technical skills in the field of scientific research.
9.	Enhancing critical thinking skills.

## Responsible Persons and their Signatures:

<b>Course Coordinator</b>	<b>Doaa Rziq</b>	<b>Completed Date</b>	09/ 03 / 2020
		<b>Signature</b>	
<b>Received by</b> (Department Head)	<b>Dr. Bakir Bani Khair</b>	<b>Received Date</b>	09/ 03 / 2020
		<b>Signature</b>	