



**METU • FACULTY OF EDUCATION  
DEPARTMENT OF FOREIGN LANGUAGE EDUCATION  
COURSE POLICY SHEET**

<b>Academic Year/ Term</b>	2006 – 2007, SPRING
<b>Course Code/Section/Title</b>	<b>FLE 142 (02) English Grammar and Composition II</b>
<b>Instructor</b>	<b>Hale IŞIK-GÜLER</b>
<b>E-mail</b>	hisik@metu.edu.tr
<b>Course Web site (URL)</b>	<a href="https://online.metu.edu.tr/">https://online.metu.edu.tr/</a> and <a href="http://www.turnitin.com">http://www.turnitin.com</a>
<b>Course Day/Hours</b>	Thursday. 11:40-14:30
<b>Office Day/Hours</b>	Thursday: 15:00-16:30 / Office 16A

**COURSE CATALOG DESCRIPTION**

Understanding the relation between advanced language structures and words (lexical items) and raising awareness about the formation of the meaning by means of these language structures; analyzing advanced language structures within the scope of text and on the contextual level and establishing relations between form and text type; producing advanced level texts by employing such grammatical structures in context and analysis.

**COURSE GOALS AND OBJECTIVES**

This course aims to develop students' linguistic competence in English through expanding their knowledge of English grammar and writing. The course is organized with the intention of increasing student awareness of how meaning is created through structure and how structure and meaning are related. Emphasis will be placed on critical thinking, university level essay development, reading comprehension, vocabulary improvement, certain grammatical structures, usage and mechanics with the aim of training students to become more accurate and less inhibited about expressing themselves in English. More specifically, the course will explore formal rhetorical patterns including classification, comparison, causation, and argumentation. In addition, the course will engage the student in formal research and in improving mastery of the fundamentals of English grammar.

At the completion of this course, students will be able to:

- recognize and analyze target grammatical structures within the context;
- develop greater mastery of English writing skills, in order to convey ideas through the written word more effectively.
- increase critical thinking skills including capacity to define, to compare, to determine causes or outcomes and to evaluate.
- develop thesis statements that are unified, restricted and precise;
- develop well-organized essays of a variety of different modes
- increase vocabulary knowledge by getting engaged in specified reading material
- demonstrate mechanical correctness and accuracy in writing
- identify credible sources and integrate these sources into a text.

## COURSE MATERIALS

**COURSE PACK:** A course pack including photocopies of all assigned readings is made available to you in the photocopying facility (Department Canteen).

**Main textbooks: (Class readings are assigned from these three books)**

1. *Successful College Writing*. (2003) by Kathleen T. McWhorter
2. *The Riverside Reader* (1999) Trimmer, F. Joseph. and Hairston, Maxine
3. *The Advanced Grammar Book* (2004) Jocelyn M. Steer and Karen A. Carlisi

You will also be using our **METU Online** (<http://online.metu.edu.tr>) class page for your access to course materials and additional sources, example essays, etc. Details on how to use this page will be provided in class.

We may not have ample time to touch upon all your special areas in need of development. You may wish to use further material to deepen your understanding of English grammar at any time during the term. I advise you to make use of the following books.

**Reference Grammar Books available at METU and BİLKENT library:**

- *Advanced English Grammar*. Helen Hoyt Schmidt
- *Advanced Grammar In Use*. Martin Hewings
- *Advanced Learner's Grammar: A self-study reference and practice book with answers*. Mark Foley and Diane Hall
- *Grammar in Context*. Sandra N. Elbaum
- *The Grammar Book. Celce-Murcia and Larsen-Freeman*
- *Understanding English Grammar*. Ronald Wardhaugh

You should also learn how to use the databases at the METU library for further reading regarding your essay topic. You visit the *library* also to find numerous newspapers, magazines, and journals.

Take a virtual tour of METU library: <http://ww2.lib.metu.edu.tr/virtualtour/index.php>  
Visit the homepage: <http://ww2.lib.metu.edu.tr/>

To select news items for your journal another alternative is searching the *world wide web*. You can use (but are not limited to) the following news sites:

- [www.bbc.co.uk/worldservice/index.shtml](http://www.bbc.co.uk/worldservice/index.shtml)
- [www.world-newspapers.com](http://www.world-newspapers.com)
- [www.all-links.com/newscentral/](http://www.all-links.com/newscentral/)
- [www.time.com](http://www.time.com)
- [www.nytimes.com](http://www.nytimes.com)
- [www.newsday.com](http://www.newsday.com)
- [www.cnn.com](http://www.cnn.com)
- [www.turkishdailynews.com](http://www.turkishdailynews.com)

<b>COURSE REQUIREMENTS and GRADING</b>		
<b>(1)</b>	<b>Process Writing for 4 Essays</b>	<b>(9x4) 36%</b>
	<p>You will prepare outlines, drafts and final versions for four main essay types: <i>(see schedule for due dates)</i>.</p> <p>(1) Classification,  (2) Compare-contrast,  (3) Cause-effect,  (4) Argumentative essay.</p> <p>Process writing is a cyclical and reflective approach to the development of writing. It basically involves producing an outline, getting feedback, writing a draft, getting feedback from your instructor on your draft, (peer reviewing by classmates and receiving feedback from them may also be an additional step) and writing a final version on the basis of feedback received from earlier drafts. Hence, it is very important that you hand in assignments on the specified due dates in order not to impede with this process.</p> <p>You will be graded for both process and product.</p>	
<b>(2)</b>	<b>Peer Reviews (2 essays)</b>	<b>(5x2) 10%</b>
	<p>Working on the basis of a checklist and questions provided by your instructor you will conduct blind-peer reviews of your classmates' essays. Peer reviewing will be employed for the first draft of the (a) cause effect, and (b) argumentative essay.</p>	
<b>(3)</b>	<b>Reflection Journal</b>	<b>(10x2) 20%</b>
	<p>Working individually you are expected to produce 10 journal entries. The material on which you will base your reflections will be assigned essay readings, outside audio-visual material and news items of your choice, and academic journal articles. For each of the ten assignments, you will SUBMIT one copy through turnitin.com and BRING one printed copy to class on the specified due date.</p>	
<b>(4)</b>	<b>Midterm</b>	<b>15%</b>
	<p>The focus of the midterm will be (a) grammar topics covered throughout the term, and (b) critical reflection on essay components and implementation of certain writing skills.</p>	
<b>(5)</b>	<b>Final</b>	<b>15%</b>
	<p>You will produce a second argumentative essay (with outline) and hand it in on the day of the final exam in your PORTFOLIO.</p>	
<b>(6)</b>	<b>Participation and Attendance</b>	<b>4%</b>
	<p>Students are required to <u>attend every single class hour</u> and <u>actively participate</u> in all class activities. You will be given reading assignments and are expected to come to class having done the required reading. Quizzes may be administered to check your comprehension and involvement with these reading assignments. Participation will be evaluated on these dimensions: your interest, active participation, effort, and preparation in class activities.</p>	

## Class regulations and student responsibilities:

1. Keeping a Notebook: You are expected to purchase a notebook for this class. Use one side for taking notes during class hours, and the reverse for assigned grammar exercises. Your instructor may collect these notebooks at any time without prior notice.
2. Preparing a PORTFOLIO: To receive a final grade for the course you are expected to prepare and organize a portfolio of all written work produced throughout the semester. All handed-in material includes drafts and original outlines, reflection papers, drafts of essays, final versions for essays, peer review logs, and all reference material your writings have been based on. You will submit your PORTFOLIO (in folder form with dividers) to your course instructor on the final exam date.
3. Late assignments: Under NO circumstances will late assignments be accepted. If you fail to submit any of the required course work on a specified due date, you need not attempt to hand it in on a later date since your instructor will NOT accept or grade it.
4. Regular Attendance: Students are expected to attend each and every class regularly. Class absences will be excused only when valid documentation is provided for participation in university sponsored activities, MEDIKO approved medical reports for serious illness, and family emergencies. Absences can NOT exceed 6 class hours. When prior notification is impossible, students are required to explain the reasons for their absences in an e-mail or at the next class meeting. Students who have missed class for any reason are responsible for finding out what topics have been covered and are encouraged to talk to the instructor.
5. Being in class on time: It is important for you to be in class in a timely manner. Please understand that you are late, if I have already started the lesson for the day. Two late arrivals equals 1 full week of absence.
6. Plagiarism: Plagiarism will not be tolerated in this class. This academic dishonesty includes turning in work that another person has written, as well as using references without making appropriate citations including either verbatim or paraphrased material from the Internet. Penalties range from a zero on the assignment, to a failing grade in the course, to expulsion from this university. Please remember that METU regulations concerning academic dishonesty as it appears in the undergraduate catalogue is valid for this course.
7. Classroom disruption: Please note that cell phones are a disruption and students are required to turn off their cell phones during class. Do not forget to also remove all hats and chewing gum before arriving for class.
8. Respect for one another: I expect everyone to listen to the instructor or the student who has taken a turn to speak. Speaking among students is strongly discouraged. I require respect for everyone in this class regardless of our differing opinions, beliefs, and backgrounds. Any form of offensive communication (voice tone, comments, gestures, or sounds) directed at any of the classroom participants will result in prompt removal from the class.

## Standards for Written Work:

For each assignment or essay, work will be submitted in two ways: (1) submission through turnitin.com, (2) submission of a stapled printed-out hardcopy.

- All work needs to be word-processed (and spell checked)
- Printed on A4 size paper in black ink
- Page setup:
  - The length of work: 1 to 3 pages.
  - Spacing: 1,5 lines.
  - Font & size: Times Roman (12)
  - Margins: Top, bottom, left, right 2,5
  - Your Name and student ID=Top left hand corner.
  - Center aligned=
    - (a) Title of your Essay/Reflection paper
    - (b) Title of the news article/movie, etc.
    - (Date the news was published)
- Use **bold** for titles; *italics*/underline for emphasis.
- Attach a references page. Center aligned write "REFERENCES". Dont forget to use APA conventions. Check that you have ordered last names of writers from A-Z.