SPRING 2023

WRCM 101 Course Outline

**Instructor’s Information**  
Name: Muhammad Saleh Habib

Office Location: D Block, Room 05

Counseling Hours: Mondays and Wednesdays, 11 AM to 1 PM + By Email Appointment

Email address: [salehhabib@fccollege.edu.pk](mailto:salehhabib@fccollege.edu.pk)

**Course Information**

**Course Code:** WRCM 101 **Course Title:** Writing and Communication 1

**Sections:**

**Credit hours:** 03

# Course Description

The first course in the Writing and Communication Program asks students to choose and work through a current controversy in Pakistan or the world. Along the way, students will learn the basics of academic writing, from constructing an argument to fashioning a paragraph to analyzing opposing arguments in a short essay. Students will also learn how to listen for main ideas, what makes up a good speech, and how to present their papers.

# Course Outcomes

By the end of this course, students will:

* Be comfortable using English for academic writing
* Know how to accurately use MLA documentation style for formatting their papers as well as avoiding plagiarism
* Be able to analyze and critique arguments and rhetorical strategies.
* Discover their personal strengths and weaknesses related to writing, speaking, and listening and know strategies for improvement.
* Understand the context of and value others’ opinions on their chosen topics.
* Learn to fashion arguments together
* Care more deeply about current issues and get excited about engaging with them

# Readings

* Babin, Burnell, Pesznecker, Rosevear, and Wood. 2017. *The Word on College Reading and Writing*.
* Guptill, Amy. 2016. *Writing in college: From competence to excellence*. Open SUNY Textbooks.
* *Stand up, Speak out: The practice and ethics of public speaking.* 2016. University of Minnesota Libraries Publishing.
* *Writing for Success*. 2015. University of Minnesota Libraries Publishing.

**COURSE REQUIREMENTS**

Most of the practice of English speaking skill will occur during class hours so:

* Students are required to attend 90% of the classes and come to class ***on time***.
* It is compulsory for all the students to take tests, exams and presentations on appointed days. **No re-take** will be arranged.
* **Assignments:** All the written assignments must be in the typed and printed form. No hand written assignment will be acceptable.
* **Cheating:** If a student is found guilty of cheating in an exam s/he will immediately be given an F grade in that exam. His/her cheating case will be immediately forwarded to Academic Integrity Committee (AIC) of the university.
* **Plagiarism:** If a student’s speech is plagiarized from internet or copied from another student’s work, the student will be given F grade in that assignment/speech.
* The case of plagiarism will be immediately forwarded to AIC
* No retake of that plagiarised assignment/speech will be taken.
* **Mobile Phones:** All the students are required to put their mobile phones on silent. If anyone’s phone rings during the class, the student will be immediately marked absent.
* During exams and quizzes all the students are required to place all their cell phones (either one or two) on the table placed in front of the room. If anyone is caught with a cell phone during the exam, it will be considered equivalent to cheating (whether the student was cheating or not) and the student will be given an F grade and the case will be forwarded to (AIC).

# 

**Course Evaluation**

|  |  |
| --- | --- |
| **Writing Assignments** | 30% |
| 1. **Paragraphs Assignment** (3 paragraphs, 200-300 words each in a different rhetorical mode) 2. **Argument Analysis Paper** (approx. 500-600 words, comparison of two opposing editorials) | 15%  15% |
| **Speaking Assignments** | 30% |
| 1. **Informative Speech+ Outline** (2-3 minutes informative speech already prepared on a topic of students’ choice) 2. **Argument Analysis Speech** (3-4 minutes, extemporaneous, analysis of one of the arguments from student’s argument analysis paper) | (10+5)%  15% |
| **Essay Writing (Final Assessment)** | 15% |
| **Attendance + Class Participation** (Practice Speeches, Practice paragraph writing,Practice making outlines, Practice Essay Writing**)** | 15% |
| **Final Portfolio** (Corrected drafts of writing assignments, marked/graded assignments, self-assessment letter of 200-300 words. | 10% |

**Grading System:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grades** | **Quality Points** | **Numerical Value** | **Interpretation** |
| A | 4.00 | 93-100 | Superior |
| A- | 3.70 | 90-92 |  |
| B+ | 3.30 | 87-89 |  |
| B | 3.00 | 83-86 | Good |
| B- | 2.70 | 80-82 |  |
| C+ | 2.30 | 77-79 |  |
| C | 2.00 | 73-76 | Satisfactory |
| C- | 1.70 | 70-72 |  |
| D+ | 1.30 | 67-69 |  |
| D | 1.00 | 60-66 | Passing |
| F | 0.00 | 59 or below | Failing |

# Tentative Weekly Schedule

Subject Key: General **Writing** *Speaking* Exam  
Readings Key: WS = *Writing for Success*, SS = *Stand up, Speak out*, WC = *Writing in College*, WCRW = *The Word on College Reading and Writing*, AWL = Academic Word List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WRCM 101** | **Class Topic** | **Suggested Additional Topic(s)** | **Readings** | **Major Assignments** |
| 1 | Ice Breaking Activities  Reading and Writing Strategies  Sentence Structure/ Simple, Complex and Compound Sentences | SQR3 | WS 1.1-1.3 |  |
| 2 | *Introductory Speeches*  *Importance of Listening& Note taking for improving Speech* |  | SS 4  WS 5.1-5.2 | Introductory speech |
| 3 | **Effective Means of Writing a Paragraph.**  **(Thesis Sentences,**  **Introductions, Body Paragraphs, Conclusions)**  **Cohesion/Coherence** | Reading passages to present the model paragraphs | WS 5.6, 6  WC 6  WS 2.3  WC 6 and 7 | Class Activity of Writing Paragraphs |
| 4 | **Rhetorical Modes**  **Grammatical Structures** | Reading passages related to the rhetorical modes | WS 5.7, 10 | Paragraphs Assignment |
| 5 | **Paraphrasing/Summarizing**  **Grammatical Structures** | Sentence Writing  Reading Passages to  Practice Summarizing/ Pharaphrasing | WS 7 |  |
| 6 | ***Public Speaking***  *(Delivering a Speech: Speaking Confidently, Verbal & Non verbal Communication, Stress & Intonation)*  *Speech to inform* | Stress & Intonation  (Word stress & Sentence Stress) | SS 3, 14  WS 5.3  SS 14  WS 5.4 | Class Activity on Stress & Intonation |
| 7 | ***Speech Outlining***  ***Speech Rubric***  ***Speech to Inform (Topic Selection)*** |  | WS 2.5, 13.4 | Practice Impromptu Speech |
| 8 | *Speech (Informative Speech+Speech Outline)* |  |  | (Midterm) |
| 9 | **Argument Structure/ Grammar** | Making claims/arguments | Toulmin Model WS 5.5 |  |
| 10 | **Writing Essay by combining paragraphs/Required Grammatical Structures** | Reading Passages to demonstrate essay writing |  | Class Activity/Practice of Writing an Essay for portfolio |
| 11 | **Planning and Drafting AAP Constructing/Analyzing the Thesis and Argument** |  | WS 2.1  WC 3 and 9 |  |
| 12 | **Documentation (MLA Style)** |  | WS 2.4, 13 | AAP Draft |
| 13 | *Argument Analysis Speech* |  |  | Speech Presentation |
| 14 | Review |  | WS 2.6 |  |
| 15 | Final Exam | **Essay Writing** |  | Final Portfolio |