



## ENGLISH COMPOSITION II

### Syllabus

#### 3П 1.2

#### Specialty: 292 “Management”

#### Educational program “Business Administration in Management and International Business”

Quarter/Year: Spring/2022

ECTS Credits: 6

Instructor: Alina F. Cherepynska-Ngobeya, Ph.D

US Credits: 3

Contact information: [alina.ngobeya@uacu.edu.ua](mailto:alina.ngobeya@uacu.edu.ua)

Prerequisites: English Composition I

### Course Description

This course has been developed to help students with their written assignments in English. Students often find the written demands of their courses very challenging. In addition to the vocabulary of academic English they have to learn new conventions of style, referencing and format. Furthermore, their lecturers are often concerned by their lack of critical thinking skills, and also mention students' failure to answer the specific question and their inability to develop answers logically. Issues around vocabulary, plagiarism and referencing skills are significant additional worries.

English Composition II develops techniques for effective writing through a study of the writing process and of the skills necessary for producing purposeful, unified, and coherent short essays; it includes outlining as it relates to support for a selected thesis statement and developing skills in writing research papers using on-line and library resources; rhetoric, logical thought, audience, critical thinking, and governing human relationships are considered. The course introduces standard research and bibliographical techniques and research papers are assigned.

### Goals:

Reinforce your established writing skills and abilities.

Develop fluency in essay writing.

Utilize basic elements of grammar, mechanics and spelling correctly.

Refine and enhance writing skills for a variety of contexts.

The international aspect of the discipline includes studying in English, usage of British textbooks and audio/video materials.

### Course Outcomes

PH8. Apply management methods to ensure the effectiveness of the organization.

PH9. Demonstrate skills of interaction, leadership, teamwork.

PH12. Assess the legal, social and economic consequences of the organization.

PH13. Communicate orally and in writing in state and foreign languages.

PH14. Identify the causes of stress, adapt yourself and the members of the team to the stressful situation, finding ways to neutralize it.

PH15. Demonstrate the ability to act socially responsibly and socially consciously on the basis of ethical considerations (motives), respect for diversity and interculturalism.

PH17. Perform research individually and/or in a group under the guidance of a leader.

### **Competencies**

3K7. Ability to communicate in a foreign language.

3K14. Ability to work in an international context.

CK6 . The ability to act socially responsibly and consciously.

CK9. Ability to work in a team and establish interpersonal interaction in solving professional problems.

CK15. Ability to form and demonstrate leadership qualities and behavioral skills.

**Internationality:** Writing is the one of the basic skills of the English language. It is generally considered one of the most difficult that other skills for students. A critical pragmatic approach has been adopted in developing a program of writing skills support which enables students to adapt quickly to the demands of study.

### **Communications**

For individual issues, students should contact the professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: UACUFirstName LastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

### **Student Responsibilities**

#### **Time Commitment**

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

#### **Technical Aspects**

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

### **Grading Policy**

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

## Graduate Grading Guidelines

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

### Course-level Grading guidelines:

Grade	ECTS Grade	International Grade
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
60% - 69%	E	3 (Acceptable)
35% - 59%	FX	Not acceptable, possible repetition of course

### Criteria for grading:

ECTS grade	Requirements for the student
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material;
C	processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
E	
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 333 points incl. (Midterm and Final exam are 60% of overall evaluation, where Midterm – 20% and Final – 40%)

Test / Assignment / Project – 5-10 points (every week. Points (5-10) depend on the type of the task)

Midterm exam – 66 points

Final exam – 132 points (72 points-essay, 60 points-test)

## **Student Workload**

It is assumed that for each out of 17 class sessions a student spends about 10.5 academic hours of work. This includes 3.5 academic hours of lectures with the instructor and 7 academic hours of personal work. Personal work includes 7 academic hours.

Please pay attention that 1 academic hour equals to 40 minutes.

## **Assignment Format**

- All work should be shown in time. If the student misses the deadline – the task is failed.
- Midterm covered topics from previous lectures (weeks 1-7). It included multiple choice questions and took about 1 hour.
- The Final exam covered all course material and included multiple choice questions and essays. It lasts for 1.5 hours. Admission to the Final exam is possible only if all the tasks of the curriculum are covered.
- After the Midterm and Final is graded a student has access to the grade only. Access to the attempt, corrects answers and information whether the answer is correct cannot be granted.

## **Academic dishonesty**

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:

Plagiarism – submitting all or part of another's work as one's own in an academic exercise such as an examination, a computer program, or written assignment.

Cheating – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.

Facilitating Academic Dishonesty – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.

Fabrication – altering or transmitting, without authorization, academic information or records.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final the unsatisfactory grade ("0") is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade "0".

In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

Submission or retaking of any assessment activities after deadlines are forbidden.

## Submission & Return Policy

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

\*\*\*\* NO MAKE –UP QUIZZES AND EXAMS \*\*\*\*

## Schedule

Lecture #	Research Projects	Assignments Due	Points
Lecture 1	Topic: Introduction: Revision; Process writing; Problem/ Solution paragraphs; Revision of conditional sentences.	Lecture Assignment (Class discussions)	5
Lecture 2	Topic: Problem/solution paragraphs Work in groups; Discussion of global problems and presenting the ideas of solving them	Project (Presentations)	10
Lecture 3	Topic: The structure of an essay The definition of an essay; formatting an essay. Writing the introduction.	Review Lecture Assignment (Creating a Hook)	5
Lecture 4	Topic: Intercultural system of writing Project	Project (presentations)	10
Lecture 5	Topic: Topic sentence and thesis statement Writing the introduction. Writing a thesis statement: Practice with hook and thesis statement	Lecture Assignment	10
Lecture 6	Topic: Writing the body Outlining the essay	Review Lecture Assignment	10
Lecture 7	Topic: Conclusion Checking the first and the last paragraph	Review Lecture Assignment	10
	Midterm (7 <sup>th</sup> or 8 <sup>th</sup> class) 20% out of total amount of points for the course		66
Lecture 8	Topic: Introduction Preparing scientific research	Review Lecture Project (Individual research)	5
Lecture 9	Topic: Summarizing previous material Test	Test	10
Lecture 10	Topic: Unity and Coherence Editing an essay for unity; creating coherence; cohesive devices	Review Lecture Assignment	10
Lecture 11	Topic: Timed essay Common instructions for essay test	Review Lecture Assignment	10
Lecture 12	Topic: Timed essay Writing timed essay and managing time	Test	10
Lecture 13	Topic: Narrative essay	Review Lecture	10

	Storytelling tips	Assignment	
Lecture 14	Topic: Cause and effect essay Cause-effect essay methods. Building better sentences	Review Lecture Assignment	10
Lecture 15	Topic: Argumentative essay Arguing Pro or Con. Convincing the reader.	Review Lecture Assignment	10
	Final (17 <sup>th</sup> class) 40% out of total amount of points for the course		132

### Recommended Materials

1. Academic and professional writing in an age of accountability by Shirley W Logan (Shirley Wilson), Wayne Harvard Slater; Jessica Enoch; Scott Wible; proquest (Firm) Carbondale : Southern Illinois University Press 2018
2. Academic Writing:A Handbook for International Students- Third edition by Stephen Bailey
3. Bonnie Hearn Hill, Meagan Shelley, and Chelsea Leah. The writer. Writing winning dialogus, Nov.2021.
4. Great Writing 4 - Great Essays by Keith S. Folse
5. Hajeid, Mohammad Rajab English Developing Students Essay **Writing**.- Language Teaching, 2018, Vol.11(12), p.101
6. Zemach D.E., Rumisek L.A. Academic Writing from Paragraph to Essay

\*Note: Students who do not attend classes (for no reason) are not allowed to complete their homework assignments.

\* *The above schedule and procedures are subject to change in the event of extenuating circumstances.*

Протокол засідання кафедр № 1 від 22.01.2022 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Г.А.Бевзо

Викладач



А.Ф.Черепинська