



## ENGLISH COMPOSITION II

### Syllabus ENG-122

**Specialty: 073 “Management”**  
**Educational program “Business Administration**  
**in Management and International Business”**

**Quarter/Year:** Quarter/Year: Spring/2023

<b>Instructors:</b> Alina F. Cherepynska	<b>ECTS Credits:</b> 6
	<b>US Credits:</b> 3

#### Contact information:

**Email:** 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**

PH1. Responsibly treat professional self-improvement, realizing the need for lifelong learning, show tolerance and readiness for innovative changes.

PH2. Communicate freely on professional issues in the state and foreign languages orally and in writing, to use economic terminology professionally.

PH5. Possess the skills of introspection (self-control), be understandable for representatives of other business cultures and professional groups of different levels (with specialists from other fields of knowledge / activities) on the basis of appreciating diversity, multiculturalism, tolerance and respect for them.

PH7. Apply the acquired theoretical knowledge to solve practical problems and meaningfully interpret the results.

PH19. Understand and apply current legislation, international regulations and agreements, reference materials, current standards and specifications, etc. in the field of international economic relations.

PH20. Defend the national interests of Ukraine, taking into account the security component of international economic relations.

PH21. Understand and have the skills to maintain business protocol and business etiquette in the field of international economic relations, taking into account the peculiarities of intercultural communication at the professional and social levels, both state and foreign languages.

PH23. Recognize the need for lifelong learning in order to maintain a high level of professional competence.

### **Competencies**

3K6. Ability to communicate in foreign languages.

3K9. Ability to be critical and self-critical.

CK14. Ability to communicate at the professional and social levels using professional terminology, including oral and written communication in state and foreign languages.

CK16. The ability to constantly improve the theoretical level of knowledge, generate and effectively use them in practice.

**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: **UACUFirstNameLastName**. 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. The student's grade 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; processed the

C	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.

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
- Assignments (projects) should be done in PPT, contain an introduction, main part, conclusions, and references. The volume up to 10-15 slides
- 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 cases (essays). It lasts for 90 minutes. Admission to the final exam is possible only if all the tasks of the curriculum are covered

### Academic dishonesty

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Forms of academic dishonesty include:

1. **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.
2. **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.
3. **Facilitating Academic Dishonesty** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. **Fabrication** – altering or transmitting, without authorization, academic information or records.

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. 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 retaken 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

Week #	Research Projects	Assignments Due	Points (for each assessment activity)
<i>Week 1</i> 06.02.23 At 09:20	Topic: Introduction: Revision; Process writing; Problem/ Solution paragraphs; Revision of conditional sentences.	Review Lecture Assignment (Class discussions)	_5_
<i>Week 2</i> 13.02.23 At 09:20	Topic: Problem/solution paragraphs Work in groups; Discussion of global problems and presenting the ideas of solving them	Project (Presentations)	_10_
<i>Week 3</i> 20.02.23 At 09:20	Topic: The structure of an essay The definition of an essay; formatting an essay. Writing the introduction.	Review Lecture Assignment (Creating a Hook)	_5_
<i>Week 4</i> 27.02.23 At 09:20	Topic: Intercultural system of writing Project	Project (presentations)	_10_
<i>Week 5</i> 06.03.23 At 09:20	Topic: Topic sentence and thesis statement Writing the introduction. Writing a thesis statement: Practice with hook and thesis statement	Review Lecture Assignment	_10_
<i>Week 6</i> 13.03.23 At 09:20	Topic: Writing the body Outlining the essay	Review Lecture Assignment	_10_
<i>Week 7</i> 20.03.23 At 09:20	Topic: Conclusion Checking the first and the last paragraph	Review Lecture Assignment	_10_
<i>From 10 a.m. on March 30 to 8 p.m. on March 31</i>	Midterm Exam 20% out of total amount of points for the course		_66_
<i>Week 8</i> 03.04.23 At 09:20	Topic: Introduction Preparing scientific research	Review Lecture Project (Individual research)	_5_
<i>Week 9</i> 10.04.23 At 09:20	Topic: Summarizing previous material Test	Test	_10_
<i>Week 10</i> 17.04.23	Topic: Unity and Coherence Editing an essay for unity; creating coherence;	Review Lecture Assignment	_10_

At 09:20	cohesive devices		
Week 11 24.04.23 At 09:20	Topic: Timed essay Common instructions for essay test	Review Lecture Assignment	_10_
Week 12 01.05.23 At 09:20	Topic: Timed essay Writing timed essay and managing time	Test	_10_
Week 08.05.23 At 09:20	Topic: Narrative essay Storytelling tips	Review Lecture Assignment	_10_
Week 14 15.05.23 At 09:20	Topic: Cause and effect essay Cause-effect essay methods. Building better sentences	Review Lecture Assignment	_10_
Week 15 22.05.23 At 09:20	Topic: Argumentative essay Arguing Pro or Con. Convincing the reader.	Review Lecture Assignment	_10_
From 10 a.m. on May 28 to 8 p.m. on May 29	Final Exam 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. The Writer (Magazine)- August/September 2022
7. The Writer (Magazine)- January 2023
8. Writer's Digest (Magazine)-July/August 2022
9. Zemach D.E., Rumisek L.A. Academic Writing from Paragraph to Essay

\* The above schedule and procedures are subject to change in the event of extenuating circumstances.  
\*Note: Students who do not attend classes (for no reason) are not allowed to complete their homework assignments.

Протокол засідання кафедр № 1 від 24.01.2023 року

Проректор з навчально-методичної роботи



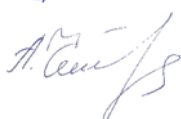
Л.І.Кондратенко

Завідувач кафедри



Г.А.Бевзо

Викладач



А.Ф.Черепинська