

**Genre Writing (GW)**



# **Class Handbook**

**Introduction, Syllabus, & Assessment**

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## INTRODUCTION

This course is an introduction to the principles of “good writing” and how professional writers achieve it. Genre Writing (GW) takes a genre-based approach to writing, so you will learn how to compose short but complex texts for different audiences and purposes and within different genres.

GW is made up of four modules, and we will spend three weeks each module examining the organization and language features of a particular genre (e.g., formal email request, personal narrative). In each module you will learn what makes the text effective before creating your own. You will analyze models (both purpose-made and authentic), learn specific writing skills and editing techniques, and practice using a range of language forms related to the genre. Some out-of-class work should be anticipated. Pair and group work will be the norm during class.

GW has been specially designed for **intermediate** (B1+) English-language learners and to better prepare EFL teachers and materials developers to meet these three professional writing demands:

1. **creating** teaching texts and material (from scratch/with the aid of **AI applications**).
2. **adapting** coursebook reading passages for more effective classroom use.
3. **evaluating, revising, and editing AI chatbot** generated texts.

### Course Aim(s)

GW has been designed to help students

- recognize and discuss the qualities of well-written journalistic-style prose.
- compose and edit in a style appropriate for different audiences and writing contexts.
- use grammar and vocabulary effectively as resources for constructing meaning.
- incorporate the words and ideas of others without plagiarizing.

### Supplementary Textbook(s)

Dell, F., & McCarthy, M. (2008). *English Collocations in Use*. Cambridge. [reference only, PDF available]

### EdTech Resources

1. PC/laptop (for Zoom meetings, word processing, viewing e-documents)
2. Class website: <http://class.igse.ac.kr> (enrolment key: **GW**)
3. ChatGPT, Microsoft Word

## SYLLABUS

Week 1	Course Introduction; Key Terms and Concepts in Writing						
Module 1: Email Writing							
	GET READY TO WRITE					WRITE	REVISE & EDIT
2–4	Model Text(s)	Genre(s)	Writing Skills	Vocabulary	Grammar	Individual	Mechanics
	“Notice: IGSE’s new class website now available”	• Formal email request	• Genre, audience, purpose, and style • Email etiquette	• Register: Informal vs. formal language	• Making polite requests • The “polite” past	• Formal email request	• Email formatting

<b>Module 2: Narrative Writing</b>							
	GET READY TO WRITE					WRITE	REVISE & EDIT
<b>5–7</b>	<b>Model Text(s)</b>	<b>Genre(s)</b>	<b>Writing Skills</b>	<b>Vocabulary</b>	<b>Grammar</b>	<b>Individual</b>	<b>Mechanics</b>
	"The Blue Chair"	• Personal narrative	• Coherence: Chronological order • Unity, coherence, and cohesion	• Showing, not telling • People: Character and behavior	• Narrative tenses • Time connectives • Sentence styling	• Personal narrative / Fable (translation)	• Punctuation: Exclamation points, question marks, and apostrophes • Direct speech

Module 3: Descriptive Writing							
	GET READY TO WRITE					WRITE	REVISE & EDIT
8–10	Model Text(s)	Genre(s)	Writing Skills	Vocabulary	Grammar	Individual	Mechanics
	“The Home’s Heart” “A Luxurious Airbnb in Sydney”	<ul style="list-style-type: none"> <li>• House tour</li> <li>• Rental advert</li> </ul>	<ul style="list-style-type: none"> <li>• Coherence: Spatial order</li> <li>• Topic sentences</li> </ul>	<ul style="list-style-type: none"> <li>• Adjective order</li> <li>• Words to describe buildings and furniture</li> </ul>	<ul style="list-style-type: none"> <li>• Adverbials of place</li> <li>• Existential <i>there</i></li> </ul>	<ul style="list-style-type: none"> <li>• House tour / Rental advert</li> </ul>	<ul style="list-style-type: none"> <li>• Punctuation: Hyphens and dashes</li> </ul>

Module 4: Informative Writing							
	GET READY TO WRITE					WRITE	REVISE & EDIT
11–13	Model Text(s)	Genre(s)	Writing Skills	Vocabulary	Grammar	Individual	Mechanics
	“Types of Social Media”	<ul style="list-style-type: none"> <li>• Information report</li> </ul>	<ul style="list-style-type: none"> <li>• Coherence: Climactic order</li> <li>• Classification and division</li> </ul>	<ul style="list-style-type: none"> <li>• Conjunctive adverbs and transitional phrases</li> </ul>	<ul style="list-style-type: none"> <li>• Appositives</li> </ul>	<ul style="list-style-type: none"> <li>• Information report</li> </ul>	<ul style="list-style-type: none"> <li>• Punctuation: Semicolons and colons</li> <li>• APA style</li> </ul>
14–15	<b>Writing Portfolio Assignment:</b> Preparation, proofreading, and submission						
	<b>Note:</b> Syllabus subject to change (depending on national holidays). See class website for updates.						

## ASSESSMENT

Due	Weight	Assignment
Continuous	20%	1. Participation
Week 15	80%	2. Writing Portfolio Assignment

### 1. Participation

Grades will be awarded based on the following criteria:

- |                                                                     |   |
|---------------------------------------------------------------------|---|
| 1. Punctuality (e.g., arriving to class on time)                    | — |
| 2. Preparedness (e.g., having homework done before class)           | — |
| 3. Engagement (e.g., working on activities/group work meaningfully) | — |

 See the file “**Participation—Grading Criteria**” on the class website.

**TOTAL** **10**

### Submission

Due Date: Continuous  
Format: N/A

### 2. Writing Portfolio Assignment (WPA)

#### Overview

A writing portfolio is a collection of your best written work. The purpose of this assignment is to show

- what you’ve learned about writing this semester and
- how you’ve applied principles to practice in your writing.

#### Assessment Criteria (represents weighting\*)

- |                                                          |   |
|----------------------------------------------------------|---|
| 1. Personal reflection **                                | — |
| 2. Overall quality of entries and writing development ** | — |
| 3. Written presentation: Final products ****             | — |

 See the file “**Writing Portfolio Assignment**” on the class website.

**TOTAL** **80**

### Submission

Due Date: Week 15  
Format: Electronic (**Microsoft Word**) via the class website

## General Study Plan

Study Modules (4)		Assignment (1)
Word files:		Word file: <b>"Writing Portfolio Assignment"</b>
<b>1</b>	<b>"Module 1—Email Writing"</b>	<b>Module 1</b> Individual Writing
<b>2</b>	<i>read, analyze, study</i>	
<b>3</b>	Individual Writing (task)	
<b>1</b>	<b>"Module 2—Narrative Writing"</b>	<b>Module 2 OR 3</b> Individual Writing
<b>2</b>	<i>read, analyze, study</i>	
<b>3</b>	Individual Writing (task)	
<b>1</b>	<b>"Module 3—Descriptive Writing"</b>	
<b>2</b>	<i>read, analyze, study</i>	
<b>3</b>	Individual Writing (task)	
<b>1</b>	<b>"Module 4—Informative Writing"</b>	<b>Module 4</b> Individual Writing
<b>2</b>	<i>read, analyze, study</i>	
<b>3</b>	Individual Writing (task)	