

Genre Writing (GW)



# Class Handbook

Introduction, Syllabus, & Assignments

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## COURSE 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 (two 2-hour classes per week) each module examining the organization and language features of a particular genre (e.g., autobiographical 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. Pre-class homework should be anticipated, and group work will be the norm during class.

GW has been specially designed for **intermediate** (B1–B2) English language learners and to better prepare **EFL teachers** and **materials developers** to meet these three professional writing demands:

1. adapting coursebook reading passages for more effective classroom use.
2. creating reading passages from scratch (e.g., for use in self-designed materials).
3. evaluating and editing reading passages and providing feedback to authors (e.g., in the role of “editor” or “project manager” in a publishing company)

## 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. Laptop/tablet (for in-class word processing and viewing e-documents)
2. Moodle class website: <http://class.igse.ac.kr> (enrolment key: **GW**)
3. [Flipboard](#), [Padlet](#), [Quill](#)

# Syllabus

Week 1	Course Introduction; Using Moodle						
<b>Module 1: Email Writing</b>							
	GET READY TO WRITE					WRITE	REVISE & EDIT
2-4	<b>Model Text</b>	<b>Genre</b>	<b>Writing Skills</b>	<b>Vocabulary</b>	<b>Grammar</b>	<b>Individual/Group</b>	<b>Mechanics</b>
	"Notice: IGSE's new class website now available"	<ul style="list-style-type: none"> <li>Email requests, apologies, and reminders</li> </ul>	<ul style="list-style-type: none"> <li>Genre, audience, purpose, and style</li> <li>Email etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Style and tone: Informal vs. formal language</li> </ul>	<ul style="list-style-type: none"> <li>Making polite requests</li> <li>The "polite" past</li> </ul>	<ul style="list-style-type: none"> <li>Formal request email</li> </ul>	<ul style="list-style-type: none"> <li>Email formatting</li> </ul>

<b>Module 2: Narrative Writing</b>							
	GET READY TO WRITE					WRITE	REVISE & EDIT
5-7	<b>Model Text</b>	<b>Genre</b>	<b>Writing Skills</b>	<b>Vocabulary</b>	<b>Grammar</b>	<b>Individual/Group</b>	<b>Mechanics</b>
	"The Blue Chair"	<ul style="list-style-type: none"> <li>Autobiographical narrative</li> </ul>	<ul style="list-style-type: none"> <li>Coherence: Chronological order</li> </ul>	<ul style="list-style-type: none"> <li>Showing, not telling</li> <li>People: Character and behavior</li> </ul>	<ul style="list-style-type: none"> <li>Narrative tenses</li> <li>Time connectives</li> <li>Sentence styling</li> </ul>	<ul style="list-style-type: none"> <li>Fictional narrative</li> <li>Autobiographical narrative</li> </ul>	<ul style="list-style-type: none"> <li>Punctuation: Exclamation points, question marks, and apostrophes</li> <li>Direct speech</li> <li>Titles</li> </ul>

Module 3: Descriptive Writing							
	GET READY TO WRITE					WRITE	REVISE & EDIT
8–10	Model Text	Genre	Writing Skills	Vocabulary	Grammar	Individual/Group	Mechanics
	"The Home's Heart"	• Interior design house tour	• Coherence: Spatial order  • Topic sentences	• Adjective order • Words to describe buildings and furniture	• Adverbials of place  • Existential <i>there</i>  • Relative clauses	• Rental advert  • Interior design house tour	• Punctuation: Hyphens and dashes

Module 4: Expository Writing							
	GET READY TO WRITE					WRITE	REVISE & EDIT
11–13	Model Text	Genre	Writing Skills	Vocabulary	Grammar	Individual/Group	Mechanics
	"A Beginner's Guide to Watches"	• Information report	• Coherence: Climactic order  • Classification/ division paragraphs	• Conjunctive adverbs and transitional phrases	• Appositives	• Information report	• Punctuation: Semicolons and colons  • Writing with sources
<b>14–15</b>	Writing Portfolio Assignment: Preparation, proofreading, and submission						
	<b>Note:</b> Syllabus subject to change (depending on national holidays, special IGSE lectures, etc.). 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 at the instructor's discretion based on the following general criteria:

- 1) Punctuality (e.g., arriving to class on time) —
- 2) Preparedness (e.g., having required readings done before class) —
- 3) Engagement (e.g., working on activities/group work meaningfully) —
- 4) Attitude (e.g., taking some responsibility for your own learning) —

☞ See the file "Participation—Grading Criteria" on the class website for details.

**TOTAL** **20**

### 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.

Complete **all** parts below:

**Part 1:** Personal Reflection

**Part 2:** Module 1 Individual Writing

**Part 3:** Module 2 Individual Writing

**Part 4:** Module 3 **OR** Module 4 Individual Writing

**Note:** To be *eligible* for an "A+" you must complete and submit ALL FOUR individual writing assignments. All four assignments must also be written to a "proficient" standard.

### 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 for details.

**TOTAL** **80**

### Submission

Due Date: Week 15

Format: Electronic (Microsoft Word) via the class website