

COURSE OUTLINE

Subject	: WRITING PAPER
Subject status	: Compulsory
Faculty/ study program	: Tarbiyah & Tadris/ PBI
Semester	: V (fifth)
Asst. lecturer	: Dedi Efrizal M.Pd
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A. COURSE DESCRIPTION

As a continuation of previous writing course, Writing IV will expand students' writing skills to prepare them to the next writing level. In this course, the students continue developing their skills by engaging themselves in activities that challenge them to produce about writing references, abstracts, articles, reviews, news reports, as well as the types of letters by paying more attention on good and right writing guidelines that offered at the S1 level.

C. COURSE OBJECTIVE

At the end of the course students are expected to be able to:

- ✓ Know the concepts and procedures of writing references
- ✓ Know the concepts and procedures of writing abstracts
- ✓ Know the concepts and procedures of writing the article
- ✓ Know the concepts and procedures of writing a review
- ✓ Know the concepts and procedures of writing news reports
- ✓ Know the concept and procedure of writing the kinds of letters

D. COURSE ACTIVITIES

Course activities that used in this compulsory subject are fun and challenging class with varied activities such as presentations and discussions, training, and administration tasks either individually or in groups.

E. HAND BOOK

Barnet, Sylvian and Murcia Stubbs. 1990. *Practical Guide to Writing*. USA: Harper Collins.
Clara, C.S. "How to Write a Web Article Quickly and Easily".
Davies, Stephen J. "Creative Writing". English Teaching Forum. Vol.36.No.4, Oct-Dec 1988.
Oshima, Alice & Hogue, Ann. 2007. *Introduction to Academic Writing: Third Edition*. USA: Longman
Pecorari, Diane. 2008. *Academic Writing and Plagiarism*. England: British Library Cataloguing.
Islamic University of Malang. 2010. *Pedoman Penulisan Tesis*. Malang: UNISMA Press

F. EVALUATION

No	Aspects of result	Percentages	Code
1	Participation in discussion and class	10 %	*
2	Weekly assignment	20 %	**
3	Mid test	30 %	***
4	Final test	40 %	****
Total		100 %	

G. MEETING SCHEDULE

Meeting	Topics	Sub Topics
1	Writing References	Examining good and right manner of writing reference
2	Writing References	Writing references by searching a variety of reading materials in the library by paying attention to the rules of good and right manner of writing reference
3	Writing Abstract	a. Examining good and right manner of writing abstract b. Writing abstract by searching a variety of reading materials in the library by paying attention to the rules of good and right manner of writing reference
4-5	Writing an article	a. Examining good and right manner of writing article b. Writing article by searching a variety of reading materials in the library by paying attention to the rules of good and right manner of writing reference
6-7	Writing review	a. Examining good and right manner of writing review b. Writing review by searching a variety of reading materials in the library by paying attention to the rules of good and right manner of writing reference.
8	Mid Term	All of materials
9-10	Writing news report	a. Examining good and right manner of writing news report. b. Writing news report by searching a variety of reading materials in the library by paying attention to the rules of good and right manner of writing reference.
11	English letter format	Examining the concept and component of english letter format
12	Application Letter and CV	a. Examining the concept and component of english letter format. b. Writing Application Letter and CV by paying attention to the rules of good and right manner.
13	Complain Letter	a. Examining the concept and component of english letter format. b. Writing complain letter by paying attention to the rules of good and right manner.
14	Condolence letter	a. Examining the concept and component of english letter format. b. Writing Application condolence letter by paying attention to the rules of good and right

		manner.
15	Apology letter	a. Examining the concept and component of english letter format. b. Writing apology letter by paying attention to the rules of good and right manner.
16	Final Test	All of materials

Bengkulu, September 8th 2023



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