

SYLLABUS

Vocational Higher School Applied English Translation

Course Code	Co	urse Title	Credits	ECTS Value	
AET-127	Writing Skill	ls and Vocabulary	(1-2-3)3	6	
Prerequisite Courses:	None				
Course Language:	English	Course Delivery Mode	Face-to-face		
Course Type and Level:	Compulsory, Short Cycle, First Year, Fall Semester				
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact	
Lect. Dr. Fatma Toköz		Mon.13:25-15:45	Thur.10:15-12:35	fatmatokoz@cag.edu.tr	
Course Coordinator:					

Course Objectives: The course aims to develop students' academic writing skills and domain-specific vocabulary knowledge. Students will practice vocabulary enrichment through morphology (prefixes, suffixes, roots), idioms, collocations, and academic word lists, and use this knowledge to write coherent, cohesive, and purposeful texts. Emphasis is placed on paragraph and essay organization, rhetorical modes (narration, description, comparison, cause-effect, argumentation), and academic integrity in writing.

	Upon successful completion of this course, the student will be able to;		Relations		
Ø			Program Outcomes	Net Contribution	
Outcomes	1	Identify and construct word types and new words using prefixes, suffixes, and roots.	1, 2, 4	5, 5, 5	
_	2	Analyze words in context and distinguish their different meanings.	1, 2, 4	5, 5, 5	
Learning	3	Apply vocabulary acquisition strategies to expand their lexis across academic and professional fields.		5, 5, 5	
	Compose coherent paragraphs and essays to express and support opinions using acquired vocabulary.		1, 2, 4	5, 5, 5	
Course	5	Produce and evaluate compositions across different domains with appropriate academic vocabulary and cohesion devices.	1, 2, 4	5, 5, 5	
Ö	6	Create texts in different rhetorical genres (narration, description, classification, comparison, cause-effect, argumentation).	1, 2, 4	4, 4, 5	
	7	Paraphrase, summarize, and reference texts accurately to demonstrate academic honesty.	1, 2, 4	5, 5, 5	
	This course provides theoretical and practical training in academic writing and vecabul-				

Course Content:

This course provides theoretical and practical training in academic writing and vocabulary development. It covers sentence and paragraph skills, pre-writing strategies, and vocabulary enrichment through word formation, idioms, collocations, and academic word lists (AWL). Students practice rhetorical modes such as narrative, descriptive, comparison/contrast, cause–effect, and argumentative writing, while also learning academic conventions including summarizing, paraphrasing, referencing, and plagiarism avoidance. Through composition practice in various domains and portfolio development with peer and instructor feedback, the course equips students to produce coherent, well-structured, and academically appropriate texts.

Course Schedule (Weekly Plan)

Week	Торіс	Preparation	Teaching Methods and Techniques
1	Course orientation, diagnostic writing,	None	Lecture, discussion, ice-
	importance of academic writing		breaker, diagnostic task



Presentation, in-class writing, peer discussions of the clustering, outlining, drafting Paragraph structure: topic sentences, supporting details, unity & coherence Pre-writing strategies: brainstorming, clustering, outlining, drafting Presentation, in-class writing, peer discussions and clustering strategies: brainstorming, part III, Unit 1 Presentation, in-class writing, peer discussions and clustering strategies: brainstorming, peer discussions and clustering strategies: brainstorming peer discussions are clustering strategies.	ISS				
	sion				
	W				
Word formation: prefixes, suffixes, roots, compound nouns English Vocabulary in Vocabulary practice group tasks, exercise	ses				
Vocabulary in context: collocations, idioms, proverbs, academic word lists English Vocabulary in Lecture, discussion vocabulary games, tasks					
7 Sentence & paragraph writing + vocabulary Review notes & booklet					
8 Midterm Exam					
9 Midterm Exam					
8 Narrative and descriptive paragraphs Writers at Work Ch.4–5 Group writing, discupeer review	ıssion,				
9 Comparison & contrast paragraphs; Academic Writing Skills Presentation, discussions for cohesion Part V, Essay 1 in-class writing	ssion,				
10 Cause–effect and classification paragraphs Academic Writing Skills Workshop, guided Part III, Unit 5 Practice					
11 Opinion/argumentative & expository paragraphs; thesis statements Academic Writing Skills Lecture, debate, group writing, peer feedba					
12 Summarizing & paraphrasing techniques Academic Writing Skills Practice tasks, grouper in the second seco	•				
13 Referencing and citation (APA basics); Academic Writing Skills Workshop, case studies avoiding plagiarism Part I, Unit 2 discussion	ıdy,				
16 Review of rhetorical modes & vocabulary All resources Guided revision, Q8 practice writing	ķА,				
17 Final Exam					
18 Final Exam					
Course Resources					

Blanchard, K., & Root, C. (2003). *Ready to Write: A First Composition Text*. Pearson Education.

Oshima, A., & Hogue, A. (2014, 4th ed.). Writing Academic English. Pearson.

Blass, L., & Gordon, D. (2010). Writers at Work: *From Sentence to Paragraph*. Cambridge.

McCarthy, M., & O'Dell, F. (2017). *English Vocabulary in Use: Advanced*. Cambridge University Press.

Coxhead, A. (2016). *Academic Vocabulary in Use*. Cambridge University Press.

Recommended References:

Textbook:

Read, S. H. (2019). *Academic Writing Skills for International Students*. Macmillan.

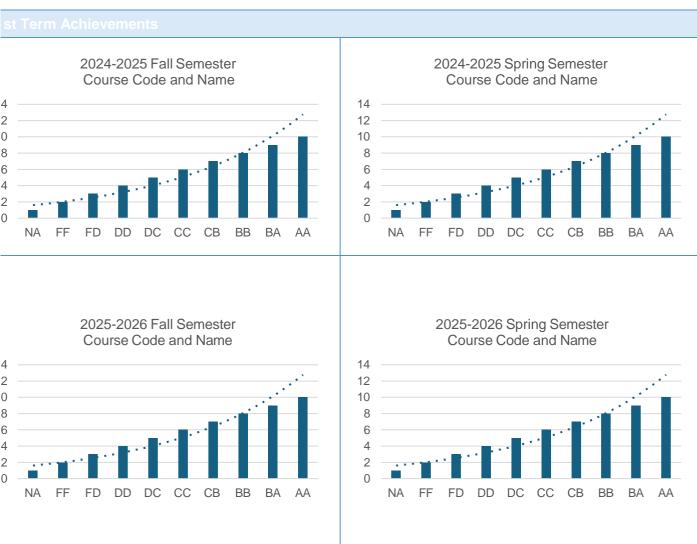
Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	30%	Sit-down written exam (essay + vocabulary)
In-class Tasks	2	20%	Applied writing/vocabulary tasks; no make-up, only in classroom
Final	1	50%	Comprehensive written exam



ECTS Table					
Content	Number	Hours	Total		
Course Duration	14	3	42		
Out-of-Class Study	14	3	42		
In-class Tasks	2	10	20		
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	25	25		
Final Exam (Final Exam Duration + Final Exam Preparation)	1	40	40		
	169				
	169/30=5,63				
	6				





Course Policies & Requirements

Attendance

- Students are required to attend at least 70% of classes. Missing more than 30% will result in an **NA grade** and ineligibility to sit the final exam.
- Arriving on time is essential; repeated lateness disrupts the learning environment.

In-class Tasks

 Two graded in-class writing and vocabulary tasks will be held. These are completed only in the classroom; there will be no make-up opportunities.

Assignment Submission

- All written work must be original and submitted via Moodle and/or Turnitin, depending on instructions.
- Late submissions are not accepted, except with an officially documented excuse (health report, family emergency, or university duty).
- Work with more than 10% similarity on Turnitin, or showing block-copying, will be considered plagiarism regardless of percentage.

Academic Integrity

- Plagiarism, cheating, and unauthorized collaboration are strictly prohibited.
- The use of Al tools (e.g., ChatGPT, Google Translate, DeepL) is not allowed in graded tasks unless
 explicitly permitted by the instructor for learning support. Violations will result in a failing grade (FF) for
 the assignment or the entire course.
- Proper paraphrasing, summarizing, and referencing must be applied at all times.

Use of Technology in Class

- Phones must be turned off and put away during lessons.
- Recording, photographing, or videoing class sessions without prior instructor permission is strictly forbidden.
- Classroom discussions and activities are considered confidential and should not be shared publicly.
 Email Etiquette



- Use professional English when writing emails. Always include your **full name**, **course code**, **and a clear subject line**.
- Begin with the instructor's proper title (e.g., Lect. Dr. Toköz).
- Allow up to 24 hours for a response (longer on weekends or holidays). Avoid demanding immediate replies.
- Be clear, polite, and concise.

Student Responsibilities

- Review the course pack, readings, and syllabus regularly.
- Come prepared with drafts, notes, and vocabulary exercises.
- Actively participate in classroom discussions, group work, and peer reviews.
- Respect peers and contribute to a supportive, professional learning environment.

In-Class Task Rubric (100 Points)

Criteria	Excellent (Full Points)	Good	Satisfactory	Weak / Poor	Points
Task Completion & Relevance (20 pts)	Fully completes the task; all instructions followed; writing directly addresses the prompt. (18–20)	Mostly complete; minor lapses in following instructions. (14–17)	Partially complete; noticeable gaps or partly off-topic. (10–13)	Incomplete or off-topic. (0–9)	/20
Vocabulary Use & Range (20 pts)	Wide and precise vocabulary; correct use of academic words, collocations, idioms. (18–20)	Adequate range; some errors but meaning clear. (14– 17)	Limited vocabulary; repetition or misuse reduces clarity. (10– 13)	Very basic/incorrect vocabulary; hinders understanding. (0–9)	/20
Grammar & Sentence Structure (15 pts)	Very few/no errors; varied and correct structures. (13–15)	Some errors, but meaning clear; limited variety. (10– 12)	Frequent errors; meaning occasionally unclear. (7– 9)	Major errors obscure meaning. (0– 6)	/15
Organization & Coherence (15 pts)	Clear logical flow; strong topic sentence, transitions, unity. (13–15)	Generally coherent; some weak transitions. (10–12)	Organization uneven; lapses in unity. (7–9)	Lacks structure; very hard to follow. (0–6)	/15
Rhetorical Mode / Genre Features (15 pts)	Successfully applies required rhetorical mode (narration, comparison, cause–effect, argumentation). (13–15)	Attempts rhetorical mode; minor lapses. (10–12)	Weak or inconsistent genre use. (7–9)	No clear rhetorical strategy. (0–6)	/15
Academic Integrity & Referencing (10 pts)	Accurate paraphrasing/summarizing; original work; correct citation if needed. (9–10)	Minor citation/paraphrasing issues. (7–8)	Some uncredited copying; unclear paraphrasing. (5–6)	Clear plagiarism or heavy copying. (0–4)	/10
Participation & Effort in Class (5 pts)	Fully engaged; active in peer review/feedback. (5)	Moderate participation. (3–4)	Limited effort. (1–2)	No participation. (0)	/5
Total					/100