|  | **Module Description/Course Syllabi**  English Education Study Programme  Faculty of Languages and Arts  Universitas Negeri Manado |
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| 1. ***Course number and name*** | |
| MB4233110 Writing for General Information | |
| 1. ***Credits and contact hours/Number of ECTS credits allocated*** | |
| 3 | |
| 1. ***Instructor’s and course coordinator*** | |
| Prof. Dr. Mister Gidion Maru, M.Hum.,  Dra. Meity Muntuuntu, M.Pd.  Deisyi Batunan, M.Pd | |
| 1. ***Text book, title, outhor, and year*** | |
| 1. Dombrowski, S. C. (Ed.). (2020). Psychoeducational assessment and report writing. Springer Nature. 2. MacRae, P. (2019). *Business and professional writing: A basic guide*. Broadview Press. | |
| 1. ***Other supplemental materials*** | |
| 1. ***Specific course information*** | |
| 1. ***Brief description of the content of the course (catalog description)*** | |
| This course is designed to hone students' basic writing skills, with the main focus on sentence formation and effective paragraph development in English. Students will be equipped with knowledge and writing practices covering basic grammatical aspects, syntax, and proper use of vocabulary. The course aims to improve accuracy and fluency in writing simple texts, which will be an important foundation for students in writing academic and professional documents in the future. | |
| 1. ***Prerequisites*** | |
| 1. ***Indicate whether a required, elective, or selected elective course in the program*** | |
| Required | |
| 1. ***Level of course unit (according to EQF: first cycle Bachelor, second cycle Master)*** | |
| first cycle Bachelor | |
| 1. ***Year of study when the course unit is delivered (if applicable)*** | |
| First | |
| 1. ***Semester/trimester when the course unit is delivered*** | |
| First | |
| 1. ***Mode of delivery (face-to-face, distance learning)*** | |
| Face-to-Face | |
| 1. ***Specific outcomes of instruction,*** *ex. The student will be able to explain the significance of current research about a particular topic.* | |
| 1. Students are able to master the rules and techniques of writing (SO-1, PI. 1.1.) 2. Students are able to write various english sentences using the grammatical features (SO-1, PI. 1.1.) 3. Students are able to construct deductive and inductive paragraphs to communicate their ideas (SO-3, PI. 3.1.) 4. Students are able to construct a coherence written text by using the correct vocabularies and by following the grammatical rules. (SO-3, PI. 3.1.) 5. Students are able to revise the errors found in a written text and provide the feedback based on the error found in the written text (SO-3, PI. 3.1.) | |
| 1. ***Explicitly indicate which of the student outcomes*** | |
| * SO-1. Mastering the theoretical concepts of language and techniques of oral and written communication in general and specific (general English & English for specific purposes) in everyday activities: general, academic, and work contexts. * PI-1.1. Mastering the theoretical concepts of language in general oral and written communication techniques (general English) in the context of daily: general, academic, and work. * SO-3. Able to communicate effectively with a diverse audience * PI-3.1. Able to speak spoken and written English for general purposes in a variety of contexts | |
| 1. ***Brief list of topics to be covered*** | |
| 1. Grammatical Basics 2. Syntax and Sentence Structure 3. Sentence Formation Techniques 4. Paragraph Development 5. Writing Personal Introduction 6. Writing about People (Family and Idol) 7. Writing about something (My House, My City) 8. Narration (Daily Activities, A Memorable Event in My Life) 9. Plagiarism and Writing Ethics | |
| 1. ***Recommended or required reading and other learning resources/tools*** | |
| 1. ***Planned learning activities and teaching methods*** | |
| Small group discussion, PjBL, Case based Method | |
| 1. ***Language of instruction*** | |
| English | |
| 1. ***Assessment methods and criteria*** | |
| Performance Assessment:  1. Participation and activities in the learning process (attendance, lectures and practices) 30%  2. Completion of tasks 30%  3. Mid Term 20%  4. Final Term 20% | |