

OSTİM TECHNICAL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES
DIVISION OF BASIC ENGLISH
(COURSE CODE / SECTION) SYLLABUS

COURSE INFORMATION

Module : School of Foreign Languages – English
Title : Pre A1 Writing
Structure : 8 Week * 4 Hours = Total 32 hours per module

INSTRUCTOR INFORMATION

Name, Surname, Title :
E-mail :
Office Location :

COURSE PREREQUISITES

This course is designed for beginners with little or no prior experience in English writing. Students are expected to be at the Pre A1 level, able to copy and write familiar words and short phrases such as names, numbers, and simple classroom expressions. No prior knowledge of paragraph writing is required, but learners should be ready to develop very basic sentence writing and copying skills.

COURSE GOALS AND CONTENT

The goal of this course is to provide learners with the foundations of English writing by introducing basic mechanics and short sentence construction. Using *Longman Writing 1*, the course gradually develops skills in handwriting, punctuation, spelling, capitalization, and writing simple sentences. The course content includes guided practice in writing the alphabet, copying model sentences, forming short sentences with familiar words, and producing short descriptive and personal texts. Learners also practice filling out forms, writing simple notes, and gradually building very short paragraphs. By the end of the course, students will be able to use writing as a tool for basic communication in everyday contexts.

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COURSE OBJECTIVES

Upon completion of the course, students will be able to:

1. Copy and write familiar words and very short sentences with reasonable accuracy.
2. Use basic punctuation and capitalization in simple sentences.
3. Write personal information such as name, nationality, age, and address.
4. Construct simple sentences with subject + verb + object patterns.
5. Fill in simple forms and write short functional texts such as greetings or notes.
6. Begin to connect two ideas with basic connectors such as *and* or *but*.
7. Develop confidence in using writing for classroom tasks and personal expression.

SPECIFIC COURSE OBJECTIVES

By the end of each unit in this course, students will be able to:

1. Write the alphabet and numbers, copy familiar words, and practice handwriting and spacing.
2. Use capitalization and punctuation correctly in model sentences and write their own very short examples.
3. Write simple sentences using subject pronouns and the verb *be* to give personal information.
4. Construct simple sentences with nouns and verbs and describe classroom objects and people.
5. Write short sentences about daily activities using basic present tense forms.
6. Combine two short ideas with *and* or *but*, and write simple descriptive sentences.
7. Write short functional texts such as notes, greetings, and short forms with personal details.
8. Produce very short paragraphs by linking simple sentences, and write short descriptions of familiar topics such as family, home, or routines.

TEXTBOOKS AND MATERIALS

- Longman Academic Writing Series 1: Sentences to Paragraphs

WEEKLY OPERATIONAL PLAN

Week 1: Chapter 1- Introducing Yourself

Week 2: Chapter 2- Everyday Routines

Week 3: Chapter 3- Every Picture Tells a Story

Week 4: Chapter 4- A Good Day

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Week 5: Chapter 5- Your Hometown

Week 6: Chapter 6- On the Job

Week 7: Chapter 7- Remembering An Important Event

Week 8: Practice & Feedback Week for the Final Exam

GRADING POLICY

- Mid-term Exam 25 %
- End of the module exam 40 %
- Tasks 20 %
 - Written Outcome Task (10%)
 - Spoken Outcome Task (10%)
- Online Homework 10 %
 - Language Homework (5%)
 - New Interactions Online Assignment (5%)
- Participation 5 %

COURSE POLICIES

- Active participation is an essential component of this course, as it integrates all language skills through interactive tasks and group work. Students are expected to attend at least 85% of classes to be eligible for successful completion of the course. Regular attendance ensures consistent progress and equal opportunity for participation.
- Respectful and engaged participation contributes to both individual learning and the collaborative classroom environment.
- The use of mobile phones and other electronic devices is strictly limited to course-related purposes; non-academic use during class time is not permitted.
- Students are responsible for bringing all required course materials (textbook, notebooks, and other assigned resources) to each class.

PLAGIARISM POLICY

All work submitted must be the student's own. Plagiarism, cheating, or using unauthorized sources is a serious academic offense and will not be tolerated. Any instance of plagiarism may result in a failing grade for the assignment and further disciplinary action. Students are required to obey the regulations of the Higher Education Council (YÖK) and all related university rules & regulations regarding academic integrity including OSTİM Technical University Student Disciplinary Regulations*. Upholding these standards is essential for fair evaluation and academic success.

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[OSTİM Technical University Student Disciplinary Regulations-kaysis.gov.tr](https://kaysis.gov.tr)