

**Course Title: Expository Writing**

**Course Type: General**

**Credit Hours: 03**

**Level: BS 2<sup>nd</sup>**

**Course Code: ENG 321**

### **Course Description**

Expository Writing is a sequential undergraduate course aimed at refining writing skills in various contexts. Building upon the foundation of pre-requisite course, Functional English, this course will enhance students' abilities of producing clear, concise, and coherent written texts in English. This course will also enable students to dissect intricate ideas to amalgamate information and to express their views and opinion through well-organized essays. The students will further be able to refine their analytical skills to substantiate their viewpoints using credible sources while adhering to established ethical writing norms. Additionally, the course will highlight the significance of critical thinking enabling students to produce original and engaging written texts.

### **Course Learning Outcomes**

By the end of the course students will be able to:

- Understand the essentials of writing process integrating pre-writing, drafting, editing and proof reading to produce well-structured essays.
- Demonstrate mastery of diverse expository type to address different purposes and audiences.
- Uphold ethical practices to maintain originality in expository writing.

### **Course Contents**

#### 1. Introduction to Expository Writing

- Understanding Expository Writing (definition, types, purpose, and applications)
- Characteristics of effective expository writing (clarity, coherence and organization)
- Introduction to paragraph writing

#### 2. The Writing Process

- Pre-writing techniques (brainstorming, free-writing, mind-mapping, listing, questioning and outlining etc.)
- Drafting (three stage process of drafting techniques)
- Revising and editing (ensuring correct grammar, clarity, coherence, conciseness etc.)
- Proof reading (fine-tuning of the draft)
- Peer review and feedback (providing and receiving technique)

### 3. Essay Organization and Structure

- Introduction and hook (engaging the readers and introducing the topic)
- Thesis statement (crafting a clear and focused central idea)
- Body paragraphs (topic sentences, supporting evidence and transitional devices)
- Conclusion (type of concluding paragraphs and leaving an impact)
- Ensuring cohesion and coherence (creating seamless connections between paragraphs)

### 4. Different Types of Expository Writing

- Description
- Illustration
- Classification
- Cause and effect (exploring causal relationship and outcomes)
- Process analysis (explaining step-by-step procedures)
- Comparative analysis (analyzing similarities and differences)

### 5. Writing for Specific Purposes and Audiences

- Different types of purposes (to inform, to analyze, to persuade, to entertain etc.)
- Writing for academic audiences (formality, objectivity, and academic conventions)
- Writing for public audiences (engaging, informative and persuasive language)
- Different tones and styles for specific purposes and audiences

### 6. Ethical Considerations

- Ensuring original writing (finding credible sources, evaluating information etc.)

- Proper citation referencing (APA, MLA, or other citation styles)
- Integrating quotes and evidences (quoting, paraphrasing and summarizing)
- Avoiding plagiarism (ethical considerations and best practices)

### Suggested Practical Activities (Optional)

As part of the overall learning requirements, students will be required to build a portfolio having a variety of expository texts and present the same at the end of the course showcasing proficiency in expository writing.

### Suggested Instructional/Reading Materials

1. The St. Martin's Guide to Writing by Rise B. Axelrod and Charles R. Cooper
2. They Say /I Say: The Moves that Matter in Academic Writing by Gerald Graff and Cathy Birkenstein
3. Writing Analytically by David Rosenwasser and Jill Stephen
4. Style: Lessons in Clarity and Grace by Joseph M. Williams and Joseph Bizup
5. The Elements of Style by Willaim Strunk Jr. and E.B. White
6. Good Reason with Contemporary Arguments by Lister Faigly and Jack Selzer
7. Writing to Learn: How to Write - and Think – Clearly About Any Subject at All by William Zensser
8. The Norton Field Guide to Writing by Richard Bullock, Maureen Daly Goggin and Francine Weinberg
9. The Art of Styling Sentences by Ann Longknife and K.D. Sullivan
10. Writing Today by Richard Johnson-Sheehan and Charles Paine