

**Course** : Writing for General Communication  
**Code** : IG...  
**Credit** : 4 Chs  
**Instructors** : Prof. Dr. A. Chaedar Alwasilah, Ph.D.  
Dr. Bachrudin Musthafa, M.A.  
Nia Nafisah, M.Pd.  
Suharno, M.Pd.  
M. Handi Gunawan, M.Pd.  
Iyen Nurlaelawati, M.Pd.

### Goals

At the end of the semester, students are able to:

1. develop unified and coherent paragraphs
2. use proper grammar and mechanics, such as subject-verb agreement, tenses, punctuations, etc.
3. write various types of texts, particularly descriptive, narrative, procedural, and personal response.

### Contents

This course explores writing different types of texts in English. To achieve the goals of this course, it covers the aspects of writing such as outlining and paragraph development. In addition, it also strengthens students' understanding on language aspects, like punctuation, capitalization and so on. The course takes students' personal experiences as the topics to develop the paragraphs.

### Learning Activities

Classroom discussion on writing assignments, group discussion on different types of texts, and group projects on exhibiting students' writings

### Assignments

Assignments are the written texts produced by the students. Among the texts, the students have to submit their three best pieces of writing along with their comments on the selected texts. The evaluation on the texts depends heavily on content, organization, and mechanic aspects (punctuation and capitalization). Any cheating or plagiarism will not be tolerated.

### Evaluation

Evaluation will be based on the following components:

- |                                       |     |
|---------------------------------------|-----|
| 1. Assignments                        | 40% |
| 2. Class attendance and participation | 10% |
| 3. Progress tests                     | 30% |
| 4. Final project                      | 20% |

### Grading

85-100 = A  
70-84 = B  
55-69 = C  
40-54 = D  
<39 = E

### References

#### Main sources:

Nafisah, N. & E.Kurniawan. 2007. *English Writing for General Communication*. Bandung: UPI Press.  
Singleton, J. 2008. *Writers at work: The Paragraph*. New York: Cambridge University Press.  
Sullivan, K. E. 1984. *Paragraph Practice: Writing the Paragraph and the Short Composition*. New York: MacMillan Publishing.

#### Other relevant sources:

Strouch, A. 2007. *Writers at Work: The Short Composition*. New York: Cambridge University Press.

Sessions	Topics	Objectives	Activities	Evaluation	Sources
1	Introduction to the course and overview of basic writing	Students understand the basic writing.	Introducing course outline Overviewing basic writing	written text	Syllabus Handouts
2	Steps for writing	Students know the steps for writing.	Brainstorming Dicussing the steps for writing	written text	Nafisah & Kurniawan (2007) Singleton (2008)
3-5	Topic Sentence and supporting sentences	Students write about themselves. Students make a paragraph with a topic sentence and supporting sentences Students apply Subject-verb agreement appropriately in their text.	Identifying topic sentence Practicing topic sentence and supporting sentences	written text	Nafisah & Kurniawan (2007) Singleton (2008)
6-7	Mechanic things and (Capitalization and Punctuation) in writing	Students write about someone's appearance. Students use adjectives appropriately in their text.	Discussing appearances and personality traits Practicing a paragraph(s) about someone's appearance	written text	Nafisah & Kurniawan (2007) Singleton (2008)
8-9	Hobby	Students write about their hobby. Students use simple present tense appropriately in their text. Students use gerund appropriately in their text.	Discussing hobbies Practicing a paragraph(s) about students' hobbies	written text	Nafisah & Kurniawan (2007) Singleton (2008)
10	<b>Progress Test 1</b>				
11-12	Daily activities	Students write about their daily activities. Students use simple present tense appropriately in their text. Students use adverb of frequency appropriately in their text	Discussing daily activities Practicing a paragraph(s) about students' daily activities	written text	Nafisah & Kurniawan (2007) Singleton (2008)
13-16	Descriptive texts	Students identify the generic structure of descriptive texts. Students write about their favorite places (home, town, and public places). Students use prepositions of place appropriately in their texts.	Discussing favorite places: Home, town, and public places Discussing Preposition of place Practicing a paragraph(s) about students' favorite places	written text	Nafisah & Kurniawan (2007) Singleton (2008)

17-19	Procedural texts	Students identify the generic structure of procedural texts. Students write about giving instructions. Students use transitional markers appropriately in their texts. Students use singular and plural nouns appropriately in their texts.	Discussing how to do things in order: cooking, making cupboard, etc. Discussing the use of transitional markers Practicing a paragraph(s) about how to do something	written text	Nafisah & Kurniawan (2007) Singleton (2008)
20	<b>Progress test 2</b>				
21-23	Narrative Texts	Students identify the generic structure of narrative texts. Students write a short story. Students use Simple Past Tense appropriately. Students use compound sentences appropriately.	Discussing how a story develops. Discussing the use of Past Tense and compound sentences. Practicing a paragraph(s) about a narrative text.	written text	Nafisah & Kurniawan (2007) Singleton (2008)
24-26	Recount Texts	Students identify the generic structure of recount texts. Students write about their past experiences Students write news. Students use complex sentences appropriately.	Telling stories and personal past experiences. Discussing the use complex sentences. Practicing a paragraph(s) about students' personal experiences or news.	written text	Nafisah & Kurniawan (2007) Singleton (2008)
27-29	Response Texts	Students identify generic structure of response texts. Students watch a film or read a short story. Students write a response text to the film or the short story. Students use Subordinate conjunctions appropriately in their texts	Discussing the film or the short story. Discussing the use of subordinate conjunctions. Practicing a paragraph(s) about responding to a film or a short story	written text	Nafisah & Kurniawan (2007) Singleton (2008)
30-31	Final Project	Wall Magazine	Creating Wall Magazine Exhibiting students' writing assignments.		
32	<b>Progress Test 3</b>				

# COURSE REALIZATION

Ses	Topics	Objectives	Activities	Evaluation	Sources	Realization Class 1	Realization Class 2
1	Introduction to the course and overview of basic writing	Students understand the basic writing.	Introducing course outline Overviewing basic writing	written text	Syllabus Handouts	<b>28 Sept 09</b> <b>Discussion on writing</b>	<b>28 Sept 09</b> <b>Discussion on writing</b>
2	Steps for writing	Students know the steps for writing.	Brainstorming Dicussing the steps for writing	written text	Nafisah & Kurniawan (2007) Singleton (2008)	<b>30 Sept 09</b> <b>Distributing a task on identifying topic sentences (a handout)</b>	<b>1 Oct 09</b> <b>Discussing topic sentences (a handout)</b>
3-5	Topic Sentence and supporting sentences	Students write about themselves. Students make a paragraph with a topic sentence and supporting sentences Students apply Subject-verb agreement appropriately in their text.	Identifying topic sentence Practicing topic sentence and supporting sentences	written text	Nafisah & Kurniawan (2007) Singleton (2008)	<b>5 Oct 09</b>	<b>6 Oct 09</b>
6-7	Mechanic things (Capitalization and Punctuation) in writing	Students write about someone's appearance. Students use adjectives appropriately in their text.	Discussing appearances and personality traits Practicing a paragraph(s) about someone's appearance	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
8-9	Hobby	Students write about their hobby. Students use simple present tense appropriately in their text.	Discussing hobbies Practicing a paragraph(s) about students' hobbies	written text	Nafisah & Kurniawan (2007) Singleton (2008)		

		Students use gerund appropriately in their text.					
10	<b>Progress Test 1</b>						
11-12	Daily activities	Students write about their daily activities. Students use simple present tense appropriately in their text. Students use adverb of frequency appropriately in their text	Discussing daily activities Practicing a paragraph(s) about students' daily activities	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
13-16	Descriptive texts	Students identify the generic structure of descriptive texts. Students write about their favorite places (home, town, and public places). Students use prepositions of place appropriately in their texts.	Discussing favorite places: Home, town, and public places Discussing Preposition of place Practicing a paragraph(s) about students' favorite places	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
17-19	Procedural texts	Students identify the generic structure of procedural texts. Students write about giving instructions. Students use transitional markers appropriately in their texts. Students use singular and plural nouns appropriately in their texts.	Discussing how to do things in order: cooking, making cupboard, etc. Discussing the use of transitional markers Practicing a paragraph(s) about how to do something	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
20	<b>Progress test 2</b>						
21-23	NarrativeTexts	Students identify the generic structure of narrative texts. Students write a short story. Students use Simple Past Tense appropriately.	Discussing how a story develops. Discussing the use of Past Tense and compound sentences.	written text	Nafisah & Kurniawan (2007) Singleton (2008)		

		Students use compound sentences appropriately.	Practicing a paragraph(s) about a narrative text.				
24-26	Recount Texts	Students identify the generic structure of recount texts. Students write about their past experiences Students write news. Students use complex sentences appropriately.	Telling stories and personal past experiences. Discussing the use of complex sentences. Practicing a paragraph(s) about students' personal experiences or news.	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
27-29	Response Texts	Students identify generic structure of response texts. Students watch a film or read a short story. Students write a response text to the film or the short story. Students use Subordinate conjunctions appropriately in their texts	Discussing the film or the short story. Discussing the use of subordinate conjunctions. Practicing a paragraph(s) about responding to a film or a short story	written text	Nafisah & Kurniawan (2007) Singleton (2008)		
30-31	Final Project	Wall Magazine	Creating Wall Magazine Exhibiting students' writing assignments.				
32	<b>Progress Test 3</b>						