



Syllabus - Academic writing

S-IV-Course basic data			
	University	University of Prizren "Ukshin Hoti"	
1	Faculty/Department	Faculty of Philology/Albanian Language and Literature	
2	Course	Academic writing	
3	Level	Bachelor	
4	Course status	Compulsory	
5	Study year	2 year, 4 semester	
6	Weekly hours	2+1	
7	ECTS	5	
8	Semester	Summer semester	
9	Course professor	Prof. asoc. dr. Flamur Shala	
10	Contact details	flamur.shala@uni-prizren.com	
11	Course Description	The course is obligatory for students of the second year of the department of Albanian Language and Literature. It has five credits and the following will be taught during the first semester.	
12	Course objectives:	<p>Course Objectives:</p> <p>The objective of this course is to teach students how to write and to respect the standard rules. They are obliged to know how to use well first of all the Albanian orthography and to recognize the different writing genres like description, argumentation, analysis etc.</p> <p>The methods of teachers</p> <p>Lecture is the main method, but also exercises, analyses, group-work and discussion.</p>	
13	Expected results	<p>Students are expected to:</p> <ul style="list-style-type: none"> - comprehend that Academic Writing is an integral part of the major disciplines of linguistics, language stylistics, and that writing a text implies a prior knowledge of the language, system and its use. - master writing techniques and distinguish them well, such as: - Analysis / topic selection; -Search / collection of material; -General plan: grouping and categorizing information; - Text revision - authorial editing; -Text structure, paragraph structure, paragraph types - distinguish between types of texts; - acquire knowledge and master grammar; - understand the general trends in the development of writing techniques. 	
Student workload for the subject			
Activity	Hours	Days/Week	Total:
Lecture	2	15	30
Exercise	2	15	30



Preparation for seminar	1	10	10
Task - linguistic analysis	1	15	15
Preparation for the first test (semester)	1	15	15
Consulting	1	10	10
Preparation for the final test	1	15	15
Total road			125 hours (5 ECTS)
14	Teaching methodology:	Lectures, exercises, seminars, presentations, conversations, concretization.	
15	Evaluation, methods and criteria:	Seminar, semester test, presentation, final test. The first test has from 1-25 point All the activities in the class have 1-20 point Finally test has 1-55 point. Total: 100 point Evaluation in points: 01-49= 5, 50-60 = 6, 61-70 = 7, 71-80 = 8, 81-90 = 9, 91-100=10	
16	Basic literature:	Gjovalin Shkurtaç, Si të shkruajmë shqip, Tiranë, 2017. Si të shkruajmë ese, (Përgatiti Bardhyl Musai), QAD, Tiranë, 2004. Majlinda Nishku, Procesi dhe shkrimet funksionale, QAD, Tiranë, 2004. Vehbi Miftari, Shkrimi akademik, Prishtinë, 2013	
17	Addotional literature:	ABC of Esse. Academic Writing. www. academic.writing.com Umberto Eko, Si bëhet një punim diplome. Përktheu dr. Kristina Jorgaqi, Botime “Përpjekja”, Tiranë, 1997. Drejtskrimi i Gjuhës Shqipe, Prishtinë 1974. Gramatika e gjuhës shqipe I, II, Tiranë, 2002.	
Designed lesson plan:			
Week:	Lectures		
First Week:	Course of Academic Writing - General notions	Writing a text – Structure analysis	
Second Week:	Introduction to Writing Techniques, Text and Communication, Text Strategies, Text Functions, Text Skills, Text Organism	Reading strategy Cultivation of rhetorical discourse The nature of writing Logical connection	
Third Week:	Basic writing techniques -Analysis, Research, General Plan, Writing, Editing	Selection of the topic, sources, classification of information, relevant and irrelevant elements of the text	
Fourth Week:	Theme analysis / selection -Definition for the basic thesis, -The subject marker	Defining the basic thesis And the subject indicator	



		- The written text
Fifth Week:	Material Search / Collection -Search resources, -Types of resources, - Internal referrals -Bibliografia	Primary and secondary sources Internal references and bibliography. - The written text
Sixth Week:	General plan - Grouping and categorizing information -Coherent, logical and transparent structure -Including thesis support elements - Determining the order of submission -Removing irrelevant things	General plan - Classification of information and their selection for the act of writing. - The written text
Seventh Week:	Writing text -Background (time and space) -Settings, Punctuation, Lecture / Discourse, Fair lecture / oblique lecture, style and discourse, language use, Unity, coherence and cohesion	Writing the text Style and discourse Coherence and cohesion - The written text
Eighth Week:	Test	Written text
Ninth Week:	Revision of the text Method, content, interest, clarity, punctuality, authorial editing	Text revision Authorial editing
Tenth Week:	Writing Techniques / Text Structure - Paragraph Structure -Types of paragraphs (by character): Descriptive paragraph, Explanatory paragraph, Rhetorical-persuasive paragraph	Text and paragraph structure Types of paragraphs - The written text
Eleventh Week	Paragraph types (by function) -Introductory paragraph -Explanatory paragraph - Complete paragraph	Paragraphs by function - The written text
Twelfth Week:	Text structure - Title, entry, body, conclusion	Text structure
Thirteenth Week:	Linguistic structure of the text -Sentence structure -Simple sentence -Types of purpose sentence -Definition word - Question word -Subjective word -Symbol types by structure	Text structure and sentence types according to purpose
Fourteenth Week:	Ways of addressing -The art of writing a letter -The techniques of writing a letter Main forms of addressing -Request The answer	ADDRESSING Writing a letter



Fifteenth Week:	Main forms of addressing -accession -Memo -Application for work -Application (motivation letter) -Biography, electronic communication	Writing a request, reply, remark, apology and congratulations
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Academic policies and rules of conduct:

The student must respect the rules of the institution:

- Must respect the schedule of lectures, exercises and be attentive in the classroom;
- To maintain discipline during lectures;
- Student Card Ownership and Presentation (ID) is required for tests and exams;
- When designing seminar papers, the student must follow the instructions given for research and technical implementation of the paper.