| WEEKS | UNIT | NOTES |
| :---: | :---: | :---: |
| Week 1 | FIRST WEEK PACK | Introduce the course, materials and the writing strand about which you can find at the end of the document. |
| Week 2 | Effective Writing - Unit 1 ( pages 1-12) <br> Reader at Work 1 (30-35-37) | No writing task |
| Week 3 | Effective Writing - Unit 1 ( pages 13-28) Reader at Work (38-39-40-42) | Students are given WO 1 and do the task in class. |
| Week 4 | Effective Writing - Unit 2 ( pages 30-42) Reader at Work (45-46-51-53) | No writing task |
| Week 5 | Effective Writing - Unit 2 ( pages 43-52) Reader at Work (56-57-60-61) | Students are given WO 2 and do the task in class. |
| Week 6 | Effective Writing - Unit 3 ( pages 54-65) Reader at Work ( 63-62-66) | No writing task |
| Week 7 | Effective Writing - Unit 3 ( pages 66-76) <br> Reader at Work (67-68-69) | Students are given WO 3 and do the task in class. |
| Week 8 | Midterm Exam |  |
| Week 9 | Effective Writing - Unit 4 ( pages 78-90) Reader at Work (70-71-72-73) | No writing task |
| Week 10 | Effective Writing - Unit 4 ( pages 91-102) <br> Reader at Work ( 74-75-76) | Students are given WO 4 and do the task in class. |


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| Week 11 | Effective Writing - Unit 5 ( pages 104-116) <br> Reader at Work ( 78-79-80) | No writing task |
| Week 12 | Effective Writing - Unit 5 ( pages 116-130) <br> Reader at Work (81-82-83) | Students are given WO 5 and do <br> the task in class. |
| Week 13 | Effective Writing - Unit 6 ( pages 132-144) <br> Reader at Work (86-88-92) | No writing task |
| Effective Writing - Unit 6 ( pages 145-152) |  |  |
| Reader at Work (96-97-98) | Midterm 2 |  |

## THE WEIGHTING OF HOMEWORK STRAND

- Each writing task is 17 points. A student can get 100 if he completes all of the tasks.
- Students are provided with WO task sheet by the teacher.
- Students write the task in class, so we need to allocate 1 lesson for the task and 1 lesson for the feedback.
- No online homework.

