



**University "Ukshin Hoti" Prizren**  
**Faculty of Economics**  
**Program: Business Administration**

| <b>SYLLABUS</b>  |   |                      |                  |   |                                |             |           |
|--|---|----------------------|------------------|---|--------------------------------|-------------|-----------|
| <b>Level of studies</b>  | Bachelor  | <b>Program</b>       | BA               | <b>Academic year</b>  | 2021-2022                      |             |           |
| <b>Subject</b>   | <b>Academic writing</b>   |                      |                  |   |                                |             |           |
| <b>Year</b>  | 2   | <b>Course status</b> | Elective         | <b>Code</b>   |                                | <b>ECTS</b> | 4         |
| <b>Semester</b>  | 3   |                      |                  |   |                                |             |           |
| <b>Teaching weeks</b>  | 15  |                      | Teaching classes |   |                                | Lectures    | Exercises |
|  |   |                      |                  |   |                                | 2           | 2         |
| <b>Teaching methodology</b>  | Academic writing subject consists of two lecture classes and two exercise classes per week. Frontal and interactive methods are used, including conversations, evaluation, argumentation, analyses and syntheses. Students are instructed to use scientific literature. The subject consists of lectures, exercises, interviews, tests, seminars. |                      |                  |   |                                |             |           |
| <b>Consultations</b>   |   |                      |                  |   |                                |             |           |
| <b>Professor</b>   | Prof. asst. dr. Xhafer Beqiraj  |                      |                  | e-mail  | xhafer.beqiraj@uni-prizren.com |             |           |
|  |   |                      |                  | Tel.  | 044 509 272                    |             |           |
| <b>Assistant</b>   | Yllka Imeri   |                      |                  | e-mail  |                                |             |           |
|  |   |                      |                  | Tel.  |                                |             |           |
| <b>Objectives</b>  |   |                      |                  | <b>Student benefit</b>  |                                |             |           |
| <p>The aim of the course is that students:</p> <ul style="list-style-type: none"> <li>-Understand that Academic Writing is closely related to other linguistic subjects and through teaching it students will learn about the text, paragraph, sentence, coherence, and text organization.</li> <li>-Identify, understand, and apply theories from the field of academic writing.</li> <li>- To raise the overall level of language use.</li> <li>- To develop communication and knowledge transfer.</li> <li>- To be able to apply the knowledge gained in this course</li> <li>- To be trained for individual and group research.</li> <li>-To be able to judge, compare, analyze, synthesize, etc.</li> </ul> |   |                      |                  | <p>The main objective of the course is that students:</p> <ul style="list-style-type: none"> <li>-Understand that academic writing is an inseparable subject from the main branches of linguistics and stylistic language and that writing a text implies a genuine prior knowledge of language system and its use.</li> <li>-Acquire writing techniques and distinguish them well, such as: Analyzing / selecting the topic; Research / gather material, General plan: grouping and categorizing information; Writing a text - background, lecturing / discourse, style and discourse, language use ; Text review - editing;</li> <li>-To be able to differentiate the types of texts;</li> <li>-Acquire knowledge and adopt grammatical norms;</li> <li>-Understand the general trends in the development of writing techniques;</li> </ul> |                                |             |           |

|  |   |  |                                    |
|--|---|--|------------------------------------|
| <b>Methodology for accomplishing learning topics:</b>  |   |  |                                    |
| .Lectures, workshops, presentations, research , assignments, written and oral exercises, discussions, debates, consultations, etc.   |   |  |                                    |
| <b>Means to accomplish teaching process:</b>   |   |  |                                    |
| Class, table, projector, computer, chalk and marker, photocopied material etc.   |   |  |                                    |
| <b>Student assessment (%)</b>  |   |  |                                    |
|  |   | <b>Grading scale table (%):</b>  | <b>Final grade</b>                 |
|  |   | Attendance – 10%   |                                    |
|  |   |  |                                    |
|  |   | Seminar paper 5%   |                                    |
|  |   | Assignment 5%  |                                    |
|  |   | Mid-term exam 25%  |                                    |
|  |   | Final exam 55%   |                                    |
| <b>Student Obligations: Lectures, exercises</b>  |   |  |                                    |
| <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Participation in discussions</li> <li>• Attendance in mid-term exam</li> <li>• Attendance in final exam</li> <li>• Attendance in exercises</li> <li>• Adhering the Code of Conduct, etc.</li> </ul> |   |  |                                    |
| <b>Lectures</b>  |   | <b>Exercises</b>   |                                    |
| Students have to attend classes, interactively participate in the progress of the teaching process, and perform all the tasks assigned by the teacher.   |   | The topics of Academic Writing are presented by the use modern teaching methodology. |                                    |
| <b>Structure, organization and schedule of the course</b>  |   |  |                                    |
| <b>Activity</b>  | <b>Hours</b>  | <b>Days/Weeks</b>  | <b>Total:</b>                      |
| Seminar paper  | 15  | 3 days   | 15                                 |
| Assignment   | 5   | 1 day  | 5                                  |
| Grasping the meaning   | 20  | 4 days   | 20                                 |
| Preparation for mid-term exam  | 15  | 3 days   | 15                                 |
| Preparing for final exam   | 45  | 1 week   | 45                                 |
|  |   |  |                                    |
| <b>Remarks: 1 ECTS credits = 25 hours of class attendance, i.e. if the course has 4 ECTS credits the student must attend 100 hours during the semester.</b>  |   | <b>Total:</b>  | 100                                |
| <b>Week</b>  |   | <b>Lecture</b>   | <b>Exercises</b>                   |
| 1.   | <b>Topic</b>  | <b>Hours</b>   | <b>Topic</b>                       |
|  | Academic writing subject<br>-General knowledge<br>-General concepts | 2  | Writing a text- Structure analysis |
|  |   |  | 2                                  |

|    |   |   |   |   |
|----|---|---|---|---|
|    |   |   |   |   |
| 2. | Introduction of writing techniques -Text<br>- reading / writing a text<br>Text and communication, text strategies,<br>text functions, text skills, body of text.  | 2 | Reading strategies<br>Speaking of rhetorical structures<br>The nature of writing<br>Logical connection  | 2 |
| 3. | Basic Writing Techniques -Analysis,<br>Research, General Plan, Writing, Editing<br>(Revision)   | 2 | Selection of topic, sources, classification<br>of information, relevant and irrelevant<br>text elements | 2 |
| 4. | Analysis / Subject Selection<br>-Definition of the thesis<br>-Subject Index   | 2 | Defining the thesis and case index<br>- Written text  | 2 |
| 5. | Research / Collection of Material<br>-Research resources<br>-types of resources<br>-Internal References<br>-Bibliography  | 2 | Primary and secondary resources<br>-Internal References and Bibliography.<br>-Written text              | 2 |
| 6. | General plan<br>- Grouping and categorizing information<br>- Coherent, logical and transparent<br>structure<br>- Inclusion of supporting elements for the<br>thesis<br>- Determination of submission order<br>- deletion of irrelevant things | 2 | General plan<br>-Classification and selection of<br>information used for writing<br>-Written text       | 2 |
| 7. | Writing a text<br>-Sound (time and space)<br>-Person, Pointing, Lecturing / Discourse,<br>Fair Lectures / Oblique Lecture, Styles and<br>Discourse, Language Use, Unity,<br>Coherence and Cohesion  | 2 | Writing a text<br>Style and discourse<br>Coherence and cohesion<br>Written text                         | 2 |
| 8. | Text review<br><br>Method, content, interest, clarity, accuracy,<br>editing   | 2 | Review the text<br>Editing<br>Written text  | 2 |
| 9. | Text Techniques / Text Structure<br>- Paragraph Structure<br>- Paragraph Styles (by Character):<br>Descriptive Paragraph, Explanatory<br>Paragraph, Rhetorical-Persuasive<br>Paragraph<br>Mid-term exam                                       | 2 | Paragraph and text structure<br>Types of paragraphs<br>Written text<br><br>Mid-term exam                | 2 |

|     |   |   |   |   |
|-----|---|---|---|---|
| 10. | Types of paragraphs (by function)<br>-Introductory paragraph<br>-Explanatory paragraph<br>-Closing paragraph  | 2 | Function paragraphs<br>Written text   | 2 |
| 11. | Text Structure<br>- Text, Introduction, Body, Closure   | 2 |   | 2 |
| 12. | Language Structure of Text<br>-Sentence Structure-Simple Sentence<br>-Types of sentences: Demonstrative sentence, interrogative sentence, exclamatory sentences<br>-Types of sentences according to structure | 2 | Structure of text and types of sentences  | 2 |
| 13. | Ways of Addressing<br>- The Art of Writing a letter<br>- Techniques on writing a letter   | 2 | Addressing<br>Writing a letter  | 2 |
| 14. | Main Forms of Addressing<br>-Request<br>-Response<br>-Remark<br>-Apologize<br>-Congratulation   | 2 | Writing a request, a response, a remark, an apology, and a congratulation text.   | 2 |
| 15. | Main forms of addressing<br>-Management<br>-Memorandum<br>-Job application<br>-Application (motivation letter)<br>-Biography, electronic communication  | 2 | Writing a memorandum<br>Job application<br>-Letter of Motivation<br>Biography<br>Electronic communication<br>Written text | 2 |

#### **Bibliography**

Vehbi Miftari, *Shkrimi akademik*, Prishtinë, 2013.  
 Kathleen McMillan & Jonathan Weyers, *Si të shkruajmë ese dhe detyra universitare*, Tiranë, (2010),.  
 Umberto Eko, *Si bëhet një punim diplome*, Tiranë, 1997.

#### **Remark**

The classes are held according to the official schedule. Students should attend lectures and exercises.

Reminder for the student:

The attendance of students in the classroom helps them learn about the subject. Using interactive and modern methods makes students engaging and communicative.