

# 中国社会科学院大学《英语应用文写作》课程大纲

| 课程基本信息 (Course Information)    |  |                       |    |                  |   |
|--------------------------------|--|-----------------------|----|------------------|---|
| 课程编号<br>(Course ID)            | 1242020038   | *学时<br>(Credit Hours) | 32 | *学分<br>(Credits) | 2 |
| *课程名称<br>(Course Name)         | (中文) 英语应用文写作   |                       |    |                  |   |
|                                | (英文) Practical English Writing   |                       |    |                  |   |
| 先修课程<br>(Prerequisite Courses) |  |                       |    |                  |   |
| *课程简介<br>(Description)         | <p>《英语应用文写作》课程以议论文写作知识及技巧的讲授和训练为主，并延伸到留学申请中很重要的个人陈述(personal statement)的写作，以及求职材料中求职信(cover letter)的写作。</p> <p>英语议论文写作是英语专业学习者学习中很重要的一项技能。议论文是通过议论、说理表明一定观点和主张的文章。对这类文章的要求是观点正确、论据充分、语言精炼、论证合理、有严密的逻辑性。在这门课程中学生将学习如何明确表达作者对话题的态度和立场，并运用多种写作技巧达到感染和说服读者的目的。</p> <p>个人陈述和求职信也有各自明确的写作规范，本课程将指导学生了解相应的写作要求，同时掌握一些核心写作技巧。</p> <p>课程教授及训练过程中将立德树人贯穿教学全过程，坚定学生的社会主义核心价值观，同时引导学生关注现实问题，对社会热点问题积极思考，提出自己的见解。</p>   |                       |    |                  |   |
| *课程简介<br>(Description)         | <p>The English Applied Writing course focuses on the teaching and training of the knowledge and skills of argumentative writing, personal statements writing in overseas study applications, as well as cover letter writing in job application materials.</p> <p>English argumentative writing is a very important skill. Argumentative essays show certain views through argument and reasoning. The requirements for such essays are correct views, sufficient and reasonable arguments, and strict logic. In this course, students will learn how to clearly express their attitude and position on the topic, and use a variety of writing skills to persuade readers.</p> <p>Personal statements and cover letter also have their own clear writing norms. This course will guide students to understand the corresponding writing requirements and master some core writing skills.</p> <p>In the process of teaching and training, morality will be cultivated throughout the course. The socialist core values will be strengthened. The students will also be guided to pay attention to the practical problems and hot issues in the society.</p> |                       |    |                  |   |
| *教材<br>(Textbooks)             | 《大学思辨英语教程写作 3--议论文写作》孙有中主编，外语教学与研究出版社，2016 年 5 月出版   |                       |    |                  |   |
| 参考资料<br>(Other References)     | 《美国大学英语写作》John Langan (美)著，外语教学与研究出版社，2007 年 1 月出版   |                       |    |                  |   |

| *课程类别<br>(Course Category)                          |       | <input type="checkbox"/> 公共基础课/全校公共必修课 <input type="checkbox"/> 通识教育课 <input type="checkbox"/> 专业基础课<br><input type="checkbox"/> 专业核心课/专业必修课 <input checked="" type="checkbox"/> 专业拓展课/专业选修课 <input type="checkbox"/> 其他_____ |     |                                 |      |  |   |
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| *授课对象<br>(Target Students)                          |       | 英语专业本科生   |     | *授课模式<br>(Mode of Instruction)  |      | <input type="checkbox"/> 线上，教学平台_____<br><input checked="" type="checkbox"/> 线下 <input type="checkbox"/> 混合式 <input type="checkbox"/> 其他<br><input type="checkbox"/> 实践类（70%以上学时深入基层）_ |   |
| *开课院系<br>(School)                                   |       | 外国语学院   |     | *授课语言 (Language of Instruction) |      | <input type="checkbox"/> 中文 <input checked="" type="checkbox"/> 全外语_英语____语种<br><input type="checkbox"/> 双语：中文+_____语种（外语讲授不低于 50%）  |   |
| *授课教师信息<br>(Teacher Information)                    |       | 课程负责人姓名及简介  |     | 李蕊，讲师，研究领域：英美文化，英语教学法           |      |  |   |
|   |       | 团队成员姓名及简介   |     |                                 |      |  |   |
| 学习目标<br>(Learning Outcomes)                         |       | 1. 熟练掌握议论文的基本要素、类型、结构和写作策略；<br>2. 能够根据不同语境、不同受众、不同文化背景构建文体准确合适的议论文；<br>3. 提高学生的逻辑思维能力和批判思维能力；<br>4. 为工作生活的具体语境的书面沟通提供理论基础；<br>5. 了解个人陈述和求职信的核心写作技巧。   |     |                                 |      |  |   |
| *考核方式<br>(Grading)                                  |       | 平时成绩占 30%，包括课堂出勤，课上互动表现，课下作业完成情况；<br>期末成绩占 70%，期末以笔试形式测试学生对该门课程讲授内容的掌握情况。   |     |                                 |      |  |   |
| *课程教学计划 (Teaching Plan)（以表述清楚教学安排为宜，字数不限）填写规范化要求见附件 |       |   |     |                                 |      |  |   |
| 周次 week   | 周学时 s | 其中  |     |                                 |      |  | 教学内容摘要<br>（必含章节名称、讲述的内容提要、实验的名称、教学方法、课堂讨论的题目、阅读文献参考书目及作业等）  |
|   |       | 讲授  | 实验课 | 习题课                             | 课程讨论 | 其他环节   |   |
| 第一周   | 2     | 2   |     |                                 |      |  | Unit 1 An overview of argumentative writing<br>Objectives: Writing Skills<br>1. Understand the nature and structure of argumentation<br>2. Distinguish argumentative writing from narrative and expository writing<br>3. Identify topics appropriate for argumentation, develop arguments, and be able to evaluate them critically<br>Activity: Analyze arguments on the relationship between human beings and Nature<br>Discussion: Similarities and differences between Chinese and Western views on Nature |

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| 第二周 | 2 | 2 |  |  |   | <p>Unit 2 How to make a good claim</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Understand what a claim is</li> <li>2. Distinguish different types of claims</li> <li>3. Evaluate a claim and improve it</li> </ol> <p>Activity: Identify and interpret different claims regarding the purpose of education</p> <p>Discussion: Similarities and differences in Chinese and Western views on the purpose of education</p>   |
| 第三周 | 2 | 2 |  |  |   | <p>Unit 3 How to support a claim</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Support an argumentation claim</li> <li>2. Distinguish types of support in argumentation</li> <li>3. Compose statements that support arguments</li> </ol> <p>Activity: Identify and understand perspectives related to juvenile delinquency and gun control</p> <p>Discussion: Identify and articulate cultural similarities and differences regarding gun control</p>                                 |
| 第四周 | 2 | 2 |  |  |   | <p>Unit 3 How to support a claim and relevant exercises</p> <p>Language Study:</p> <ol style="list-style-type: none"> <li>1. Identify the signposting words for premises and conclusions</li> <li>2. Use the signposting words to make a coherent argument</li> </ol> <p>Exercise: Do you agree or disagree with the statement “Progress is always a good thing”?</p>   |
| 第五周 | 2 | 2 |  |  |   | <p>Unit 4 How to make refutations</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Anticipate opposing points of view in argumentation</li> <li>2. Define and identify refutations in an argument</li> <li>3. Make good refutations</li> </ol> <p>Activity: Anticipate objections to commonly held views on globalization and assess whether these objections identify significant weaknesses in the views</p> <p>Discussion: Understand cultural diversity and cultural homogeneity</p> |
| 第六周 | 2 |   |  |  | 2 | <p>Comments on the students’ refutation writing</p> <p>Class discussion based on students’ writing: merits, mistakes, suggestions for improvement</p>   |
| 第七周 | 2 | 2 |  |  |   | <p>Unit 5 How to develop effective reasoning</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Understand principles for effective reasoning</li> <li>2. Distinguish different modes of reasoning</li> <li>3. Evaluate the effectiveness of reasoning</li> </ol> <p>Discussion: The differences in meaning between "reasoning" in English and “理” in Chinese</p>  |

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| 第八周  | 2 | 2 |  |  |   | <p>Unit 5 How to develop effective reasoning and relevant exercises</p> <p>Language Study:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of hedging language and the need for it in writing</li> <li>2. Learn to use hedging language in writing when appropriate</li> </ol> <p>Activity: Understand the issue of technological innovation and human progress and understand differing claims regarding the relationship between the two</p>  |
| 第九周  | 2 | 2 |  |  |   | <p>Unit 6 How to avoid logical fallacies</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Understand the definition of logical fallacies</li> <li>2. Distinguish different types of logical fallacies</li> <li>3. Avoid logical fallacies in your own writing</li> </ol> <p>Activity: Exercises in this unit</p>  |
| 第十周  | 2 |   |  |  | 2 | <p>Unit 6 How to avoid logical fallacies and relevant exercises</p> <p>Language Study:</p> <ol style="list-style-type: none"> <li>1. Use modal auxiliary verbs in hedging language</li> <li>2. Use probability adjectives and adverbs in hedging language</li> <li>3. Use frequency adverbs in hedging language</li> </ol> <p>Discussion: Explore the implications and consequences of claims regarding multiculturalism and humanism</p>  |
| 第十一周 | 2 | 2 |  |  |   | <p>Unit 7 How to evaluate evidence</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Identify and distinguish different types of evidence</li> <li>2. Determine whether the evidence is strong and adequate</li> <li>3. Select and use relevant, strong and adequate evidence</li> </ol> <p>Activity: Identify and interpret different perspectives on the issue of gender differences and equality</p>  |
| 第十二周 | 2 |   |  |  | 2 | <p>Comments on students' writing of evidence</p> <p>Class discussion based on students' writing: merits, mistakes, suggestions for improvement</p>   |
| 第十三周 | 2 | 2 |  |  |   | <p>Unit 8 How to write with cohesion and coherence</p> <p>Objectives: Writing Skills</p> <ol style="list-style-type: none"> <li>1. Define "cohesion" and "coherence"</li> <li>2. Identify techniques used to make writing cohesive and coherent</li> <li>3. Distinguish cohesive/coherent writings from incoherent and/or incohesive ones</li> <li>4. Revise essays to make them more cohesive and coherent</li> </ol> <p>Activity: 1. Identify and understand different perspectives on the issue of war and peace 2. Argue for or against the possibility of lasting world peace</p> |

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| 第十四周       | 2      | 2      |  |  |   | Personal statement for university applications<br>1. Definition of personal statement<br>2. Ways of organizing a personal statement<br>Exercise: Write an outline of a personal statement  |
| 第十五周       | 2      | 2      |  |  |   | Cover letter and Resume:<br>The writing of the application letter and resume for job hunting<br>1. Definition of cover letter and resume<br>2. Difference between a CV and a resume<br>3. Ways of constructing a cover letter and resume<br>Exercise: Write an outline of a cover letter and a complete resume |
| 第十六周       | 2      |        |  |  | 2 | Review<br>Wrap up the important points covered in the semester<br>Q&A Time   |
| 总计         | 3<br>2 | 2<br>4 |  |  | 8 |  |
| 备注 (Notes) |        |        |  |  |   |  |