

English 25: Writing Skills for College Fall 1999

M 16:00 - 17:50 (room INC 2)

W 16:00 - 17:50 (room HUM 62)

Schedule # 80317

Instructor: Steven A. Hail

Office hours: by appointment

Phone: 638-3641 or 278-4890

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Course description:

This course is to develop writing skills in sentence structure and punctuation; paragraph development; the process of writing, revising and finishing short papers; avoiding common errors; and the logical development and organization of ideas.

Required texts:

A Community of Writers: A Workshop Course in Writing. 2nd Edition. New York: McGraw-Hill, Inc., 1995, by Peter Elbow and Pat Belanoff.

Required Materials:

HD Disk (You need a high density disk not a double density disk. You also need to label your disk.)

Loose-leaf college ruled lined paper.

Spiral bound notebook(8-1/2x11" paper-about 70 sheets)

Strongly suggested items:

A good dictionary.

A writing handbook.

Course Requirements:

Four Essays 40 pts.

Midterm 25 pts.

Final 25 pts.

Journal 40 pts.

Quizzes 40 pts.

Participation 30 pts.

Grading Scale:

200-180= A

179-160= B

159-140= C

139-120= D

119- = F

Essays:

You will be required to write four three to four page essays this semester. I will give a written prompt for each assignment. The prompt will describe the kind of essay you are to write and will have the dates for draft turn in as well as the date for the final draft to be turned in. **All final drafts must be turned in with all work you did leading up to its completion- for example, all prewriting, rough drafts, peer responses, and any other work produced. A paper turned in without this work will result in no credit earned.**

drop date

Midterm and final:

You will be given 45 minutes in class to write an essay that is organized and well developed.

Journal:

You will be keeping a journal this semester and you are required to bring it to class with you every day. The journal is a place for you to experiment and think on paper without having to worry about grammar, mechanics or spelling. I will collect these journals throughout the semester and they must be up to date when I take them in for you to receive credit for them. This is a credit/ no credit type of assignment. Try to be creative and have fun in your journal writing. I'm looking for at least 2 entries a week.

Quizzes:

I will give 10-12 unannounced quizzes through out the semester. Most of the quizzes will be related to the reading assignments from the text book or handouts I give you. Do the reading and you'll have no problem with the quizzes. **There are no make-ups for quizzes missed.**

Participation:

I will take roll at the beginning of every class meeting. You are expected to be in class every day we meet. I will not drop you if you stop coming to class after October 15. If you stop attending class after this date you will be given an F at the end of the semester.

Late Papers:

All papers are due at the beginning of class on the assigned date. **I will not accept any late papers.**

Plagiarism:

Plagiarism is a crime! To use the words or ideas written by another person and call them your own is stealing. I will adhere to the college's policies on plagiarism. Look it up if you don't know what it is.

Disruptive Behavior:

You are adults and should conduct yourselves as such. I will not tolerate inappropriate behavior toward myself or other students.

Tentative schedule of assignments will be distributed August 23.

English 1: Hail Essay Grading Guidelines

A: Excellent Writing (*Superior*)

The essay addresses the topic thoughtfully and fulfills or exceeds requirements of the prompt:

- is coherently organized; provides relevant, substantial and concrete evidence to support major claims; elaborates thoughtfully and effectively
- has exceptional control of sentence structure with precise and appropriate use of language and word choice
- is generally free from errors in grammar, usage, and the conventions of written English

B: Strong Writing (*Above Average*)

The essay addresses the topic effectively and fulfills all requirements of the prompt:

- is well organized; provides relevant and specific evidence to support claims; elaborates effectively
- has strong control of sentence structure with appropriate use of language and word choice
- is generally free from errors in grammar, usage, and the conventions of written English

C: Adequate Writing (*Average*)

The essay addresses the topic adequately and meets all requirements of the prompt:

- is organized; provides reasonable evidence to support predictable claims; elaborates with purpose and some degree of specificity
- has adequate control of sentence structure with appropriate use of language and word choice
- may have a few errors in grammar, usage, and the conventions of written English, but these errors do not cause confusion

D: Limited Writing (*Less than Average*)

The essay addresses the topic weakly and meets most requirements of the prompt:

- has limited organization; provides superficial evidence, irrelevant evidence, or uses listed generalities to support simplistic claims
- has basic or limited control of sentence structure with simplistic word choice
- may have errors in grammar, usage, or the conventions of written English; these errors may lead to some confusion

F: Incompetent Writing (*Unsatisfactory*)

The essay addresses the topic inadequately and meets few requirements of the prompt:

- has little or no organization; provides little or no evidence to support claims or may have no claims
- may have little or no control of sentence structure and word choice
- may have a variety of repeated errors in grammar, usage, and the conventions of written English; these errors cause confusion

Revision Guide: Editing and Proofreading Symbols

abbr	Problem with an abbreviation.	—	Insert dash.
adj	Problem with an adjective.	...	Insert ellipses.
adv	Problem with an adverb.	()	Insert parentheses.
agr	Problem with subject-verb or pronoun-antecedent agreement.	[]	Insert brackets.
apos	An apostrophe is missing or misused.	pass	A passive verb is used ineffectively.
art	An article is misused.	pl	Plural form is faulty.
awk	Awkward. Sentence reads poorly, but problem is difficult to identify. ‡	pron	Pronoun is faulty in some way.
cap	A word needs to be capitalized.	ref	Not clear what a pronoun refers to.
case	A pronoun is in the wrong case.	rep	Word or phrase is repeated ineffectively.
coh	A paragraph lacks coherence.	run-on (or f)	A run-on sentence or fused sentence.
cs	Sentence contains a comma splice.	sexist	A word or phrase is potentially offensive.
dm (or dang)	Dangling modifier. A modifying phrase has nothing to attach itself to.	sp	A word is misspelled.
frag	Sentence fragment.	sub	Subordination is faulty.
ital	Italics needed.	trans	A transition is weak or absent.
lc	Use a lowercase instead of a capital letter.	vb	Problem with verb form.
mm	A modifier is misplaced.	w (or wrdy)	A sentence is wordy.
num	Problem with the use of numbers.	ww	Wrong word in this situation.
p	Error in punctuation.	¶	Begin a new paragraph.
^	Insert comma.	no ¶	Do not begin a new paragraph.
no ^	No comma needed.	//	Make these items parallel.
∨	Insert apostrophe.	^	Something's missing.
""	Insert quotation marks.	⌘	Cut this word or phrase.
.	Insert period.	#	Leave a space.
?	Insert question mark.	○	Close up a space.
!	Insert exclamation mark.	x	Problem here; find it.
		~	Reverse these items.