

“ENGLISH COMPOSITION: WRITING FOR AN AUDIENCE”
ENC 1101: FRESHMAN COMPOSITION I Telecourse

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TEXTS

- 1) Elbow, Peter & Pat Belanoff. *A Community of Writers*. New York: McGraw-Hill, 2002.
- 2) Berkow, Peter. *Telecourse Study Guide for... Writing for an Audience*. New York: McGraw-Hill, 2002.
- 3) A grammar handbook.

OBJECTIVES (standard for all HCC ENC 1101 classes):

- A. To demonstrate mastery of the following basic rules of grammar and mechanics depicting conventions of standard American English grammar and usage:
 1. standard verb forms
 2. agreement between subject and verb, pronoun and antecedent
 3. proper case forms
 4. maintaining a consistent point of view.
 5. standard practice for spelling and capitalization
 6. punctuation

- B. To demonstrate writing skills as required by the Department of Education:
 1. Organization
 - a. Selecting a topic which lends itself to expository writing.
 - b. Determining the purpose of the writing
 - c. Limiting the subject to a topic which can be developed adequately within the requirements of time, purpose, and audience
 - d. Formulating a thesis statement which reflects the purpose
 - e. Developing the thesis statement in the following ways:
 - (1) providing adequate support which reflects the ability to distinguish between generalized and concrete evidence and between observation and inference
 - (2) arranging the main ideas and supporting details in an organizational pattern appropriate to the expository purpose (e.g. definition, classification, cause and effect, comparison and contrast),
 - (3) writing unified prose in which all supporting material is relevant to the thesis statement e thesis statement (is unified), follows an organizational pattern, and is related each part to the other (is

- coherent).
- (4) writing coherent prose, providing effective transitional devices which clearly reflect the organizational pattern and relationships among the parts.
2. Effective word choice by
 - a. using words which convey the denotative (specific) and connotative (associational) meanings required by context.
 - b. avoiding slang, jargon, clichés, and pretentious expressions.
 - c. avoiding wordiness.
 3. Employing conventional sentence structure by
 - a. placing modifiers correctly.
 - b. coordinating and subordinating sentence elements according to their relative importance,
 - c. using parallel expressions for parallel ideas.
 4. Employing effective sentence structure by
 - a. using a variety of sentence structures,
 - b. avoiding unnecessary use of passive construction,
 - c. avoiding awkward constructions.
 - d. avoiding fragments, commas splices, and fused sentences.
 5. Proofreading and revising

Course Description

English I is a course in expository writing. You will write essays that inform or explain by clearly stating, logically developing, and adequately supporting one main idea. In this course you will learn the form of the essay, structure of its paragraphs, and basic principles of critical thinking that will help you to write more effectively. In addition, the course will cover standard English grammar to aid in the writing of more effective sentences.

Instructional Methods

- 1) Watch the televised *Lectures*.
- 2) Read the assigned material.
- 3) Watch my Powerpoint *Lectures* on the WebCT site for this class.
- 4) Write the assigned essays.

TO PASS THIS CLASS YOU MUST:

- 1) View all the video programs.
- 2) Apply what you have learned in the videos and texts to your writing.
- 3) **Submit all of your essays to Smarthinking.com for their feedback.**
- 4) Complete the writing assignments satisfactorily and submit them on-time.
- 5) E-mail me if you have a problem/question.
- 6) Attend the five class sessions.

WEDNESDAY OR SATURDAY CLASS MEETINGS

- #1: 1/18 & 21: Orientation
- #2: 2/22 & 25: Peer Editing of Essay #1 prior to turning it in.
- #3: 3/22 & 25: In-class written exam: Essay #2
- #4: 4/19 & 22: Peer Editing of Essay #3 prior to turning it in.
- #5: 5/3 & 6: Turn in Essay #4 and take the in-class final exam: Essay #5

THE FIVE MAJOR ESSAY DUE DATES ARE:

- #1: Due in 2nd class
- #2: Written in 3rd class
- #3: Due in 4th class
- #4: Due in 5th class
- #5: Written in 5th class

ESSAY ASSIGNMENTS = 6000 WORDS TO SATISFY THE GORDON RULE

- 1) They consist of a sample essay and five 500 word essays: 3 written at home; 2 written "live," in class, as tests. 2 of your at-home essays will have the benefit of In-Class (Wed or Sat) Peer Editing (See Below) before turning them in. 1 will not. Neither will the 2 "test" essays, which you will have two hours to complete. Makeup tests are difficult to arrange, so please make every effort to be here. If you miss a "test," you must come to the Dale Mabry campus during my regularly scheduled class hours to make it up.
- 2) They must be submitted in class. I do not accept e-mail submissions.
- 3) Check and adhere to the due dates. Late papers will not be accepted without an extraordinarily compelling excuse.
- 4) They are my choice and are not announced in the videos or in the texts.

THE FIVE MAJOR ESSAY ASSIGNMENTS ARE:

- 1) A Narrative essay about an important event, time, or experience in your life.
- 2) A Process Analysis essay. This is an In-Class Essay Exam. You will have a choice from among 3 topics TBA in class.
- 3) A Comparison & Contrast essay (topics TBA).
- 4) A Definition essay (topics TBA).
- 5) A Persuasive or Problem/Solution essay. This is your In-class Final Exam. You will have a choice from among 3 topics TBA in class.

READING ASSIGNMENTS*A. Telecourse Study Guide*

- #1: Ch. 1-6
- #2: Ch.7-10
- #3: Ch.11-14
- #4: Ch.15-22
- #5: Ch.23-26

B. A Community of Writers

- #1 & 2: All of Part I (p.1-232) + Research (p.469-79) & Editing (p.502-4)
- #3 & 4: Part II, Ch 9-13 (p.233-363)

VIDEO TELECAST SCHEDULE

* See Course Information handout for details

EVALUATION

Essays count for roughly 90% of your grade. Intangibles such as participation, effort, and attitude, count for the other 10%. Without a commitment of time and energy, you cannot improve your writing.

You will receive two grades for your essay: the top grade is for Content and the bottom grade is for Form (Grammar, mechanics, etc.).

The evaluation of your essay's Content is a discretionary matter based on the objectives and instructions of each assignment. It is my judgement call whether or not an essay sufficiently deals with and develops the subject.

Grammar, mechanics, punctuation, spelling, and the like, are not discretionary. They are based on established rules of English composition. You are expected to edit and proof your paper well-enough to reduce such errors to a maximum of ten per paper. Making ten errors is not too good, but your Grammar grade will be average ("C"). If you make more than fifteen errors, I will read your paper no further. You will receive an "R" (Rewrite) and your highest possible grade on that essay will be a "C."

An "A" in this class means that your work is excellent, including: an interesting topic and purpose; a concise and clear thesis, logically and specifically developed; solid organization; well-developed paragraphs; appropriate transitions between sentences and paragraphs; coherent and varied sentences; conventional grammar and punctuation; and precise and sophisticated diction.

A "B" includes most of the above, but may be lacking in one or two areas.

A "C" means that your writing is average and could be improved with more time and effort.

A "D" means that you must improve your writing significantly.

RESEARCH

Is required for Essays #3 & 4. You must support your points with quotes, facts, and/or statistics from newspaper, journal, magazine, online, or other sources. This research may take you as little as an hour or as much as 5-10 hours. Whatever it takes, you must be prepared to do it. Good writing requires depth and detail.

MANUSCRIPT PREPARATION

- 1) Prepare an overall professional looking piece of writing. Avoid sloppiness and having it look like a last minute, rush job. Take pride in your work; it is a reflection of you. If your work is sloppy and mistake-filled, how does that make you look?
- 2) Be sure your essay is in Microsoft WORD and with printed with dark print (ink).
- 3) Double-space. Spacing between words should be even and consistent. Use 12pt. font.
- 4) Observe margins of 1-1¼ inches all around.
- 5) **Have a complete heading, including your name, the class (ENC 1101), day (Wed. or Sat.) and time (6:00 pm or 10:00 am), my name, the date, and an assignment description, such as "Essay #1: Narration." Without this complete heading, I will not even grade your paper.**

You will receive a grade of zero (“0”) on the assignment.

* IMPORTANT NOTE: I will not grade essays that do not adhere to the above criteria. They will receive an automatic zero (“0”). Avoid making excuses for failing to comply with the above instructions. Don't procrastinate: plan your work and work your plan.

SMARTHINKING.COM

All essays MUST be submitted to them for feedback. You do not necessarily have to follow all their comments. That's up to you. But you must see what they have to say. They often make good suggestions that will improve your essay.

PEER EDITING

- 1) In PE, we will form small groups of 3-4 for the purpose of editing and proofing one another's essays. Everyone must be prepared to participate in PE on the scheduled date.
- 2) Your essay for PE is not a rough draft; it must be a finished, polished essay.
- 3) After PE, you will turn your essay in.
- 4) Only one copy of your essay is necessary for PE.
- 5) If you do not have a finished essay for PE, you will lose one letter grade on that essay.

REWRITES

- 1) Only grades of "D" or "F" may be rewritten.
- 2) Pay attention to the corrections and learn from your mistakes as you do the rewrite.
- 3) Clearly identify on your rewritten copy that it is a REWRITE.
- 4) You have a maximum of one week to rewrite essays. After that, the original grade becomes permanent.
- 5) Because your essays are tests, a "C" is the highest grade you can earn on a REWRITE.
- 6) YOU MUST ALSO VISIT THE WRITING CENTER & DO 6 PRESCRIPTIVE EXERCISES.

WRITING CENTER & PRESCRIPTIVE EXERCISES: If you receive a "D" or "F" on any essay, you must visit the Writing Center for a minimum of 30 minutes tutoring in your weak areas. AND you must complete 6 exercises from the grammar text and turn them in with your rewritten essay.

PLAGIARISM

All of your written work must be done solely by you. You may receive outside "tutoring" or editorial assistance, but the actual writing must be your own. Furthermore, you may do, and are, in fact, encouraged to do outside reading and research on your topics. Such research may and should influence your thinking and writing. However, be sure that you do not copy any passages, sentences, phrases, or even specific words from an outside source without quoting them and citing their origin. Any violation of this policy--a policy which is simply a matter of integrity and honesty--will result in an immediate "F" grade in the class.

ATTENDANCE

You must attend all five class sessions, especially the two exam days. Failure to attend, no matter what the excuse, could result in a final grade of F.

NOTE: Request For Accommodation: If, to participate in this course, you require an accommodation due to a physical disability or learning impairment, you must contact the Office of Services to Students with Disabilities in the SS Bldg. Rm. 208. 253-7031 (voice line), 253-7035 (TTD), or 253-7336 (fax).