



**EN 110 *Effective Writing* (3)  
Fall 2002**

**Instructor:** Tim Heath

**Office Hours:** 9:30 – 11:30 a.m.  
T/TH, or by appointment

**Class Times:** 11:15 – 12:30 T/TH

**Office:** Room 503

**Office Phone:** 571-2550, ext. 246

**E-Mail Address:** Tim.Heath@nuc.edu

**Location:** Room 2

**Required Texts**

Stewart, Kay L. and Marian E. Allen. Forms of Writing: A Brief Guide and Handbook. 3<sup>rd</sup> ed. Toronto: Prentice-Hall Canada, 2000.

Note: the instructor will supplement the text with class handouts as needed.

**Course Description**

This course is designed to develop the student's ability to write analytical, descriptive, expository, and persuasive prose. Emphasis will be placed on coherence, unity, forms of argument, and style.

**Course Objectives**

1. To secure a foundational competence in a variety of writing processes;
2. To increase grammatical and stylistic comprehension and variety;
3. To view learning to write as a lifelong achievement.

**Course Schedule**

September	5	Introduction <b>In-class writing assignment</b>
	10	topic sentences
	12	topic sentences
	17	grammar, style

	19	grammar, style <b>grammar quiz #1</b>
	24	grammar, style,
	26	grammar, style <b>grammar quiz #2</b>
October	1	paragraphs
	3	paragraphs
	8	<b>Mid-term exam</b>
	10	personal writing <b>personal writing assignment due</b>
	15	personal writing
	17	personal writing
	22	expository writing <b>expository writing assignment due</b>
	24	expository writing
	29	expository writing
	31	persuasive writing
November	5	Mid-term break (class cancelled)
	7	Mid-term break (class cancelled)
	12	persuasive writing
	14	persuasive writing <b>persuasive writing assignment due</b>
	19	research writing
	21	research writing
	26	research writing
	28	research essays <b>Research essay due</b>
December	3	memos, letters, e-mail, resumes
	5	memos, letters, e-mail, resumes
	10	review <b>Business writing assignment due</b>

### Course Requirements

Grammar quizzes	10% (two at 5% each)
Writing assignments	20% (four at 5% each)
Essay	15%
Mid-term exam	15%
Participation	10%
Final exam	<u>30%</u>
	100

All assignments are due on the date given. Late assignments will not be accepted. Exams can be rescheduled only if students provide a letter explaining the reason for their absence.

I expect all readings to be done before class, and I look forward to lively discussion during class. The mark given for participation is based on evidence of thoughtful interaction with the assigned texts.

The academic policies in the Nazarene University College 2002 - 2003 catalogue apply to this course. Please review pages 36 to 43 in the catalogue for clarification on all matters of grading, attendance, academic dishonesty and so on.