



NAZARENE UNIVERSITY COLLEGE

EN 110-1 Effective Writing (3)
Fall 2003

Instructor: Dr. Tim Heath

Office: Room 605

Office Hours: 14:30 to 16:00 W/F,
or by appointment

Office Phone: 571-2550, ext. 5904

Class Location: 501

Class Times: 13:00-14:15 W/F

E-Mail Address: tim.heath@nuc.edu

Required Texts

Buckley, Joanne. *Checkmate: A Writing Reference for Canadians*. Toronto: Thomson/Nelson, 2003.

Stewart, Kay L., Chris J. Bullock, and Marian E. Allen. *Essay Writing for Canadian Students: with readings*. Fifth Edition. Toronto: Pearson/Prentice Hall, 2004.

Course Description

This course is designed to develop the student's ability to write university level essays. All aspects of essay writing will be covered, especially basic grammar, sentence and paragraph construction, as well as citation conventions. Students will also receive an introduction to the history and development of the English language. Additional emphasis will be placed on learning how to write summaries, letters of application, and resumes.

Course Objectives

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

Course Schedule

September	3	Introduction, History of the English Language
	5	History of the English Language, In-class writing exercise
	10	Common Grammar Problems, In-class grammar exercise
	12	Subject-Verb Agreement
	17	Pronouns
	19	Punctuation
	24	(Community Day—no class)
	26	Sentence Structure, Quiz I

October	1	Sentence Structure
	3	Sentence Structure
	8	Paragraph Structure, Quiz II
	10	Documentation
	15	MIDTERM
	17	Summaries
	22	How to Write an Essay—Introduction
	24	Content Analysis Essays, Summaries due
	29	(Community Day—no class)
	31	Content Analysis Essays
November	5	Content Analysis Essays
	12	Comparison Essays, Essay I due
	14	Argument Essays
	19	Persuasive Essays
	21	Gathering Material for Research Papers (Library)
	26	Research Papers
	28	Research Papers
December	3	Persistent Problems, Essay II due
	5	Letters of Application and Resumes
	10	Review for Final Exam

Course Requirements and Grading

1. Students should do all the prescribed readings before class and be prepared to participate in class discussion.
2. Assignments are due on the dates specified. Late assignments will not be accepted, unless extenuating circumstances can be shown.
3. To receive a passing grade in the course, all assignments, quizzes, and exams must be submitted to the instructor.
4. Plagiarism in any of its forms will not be tolerated.
5. Students may not submit work done for another class.
6. Students are responsible for all the information given in class and also for any changes to the syllabus that are announced in class.
7. Grading:

Quizzes (2x10%)	20%
Midterm	10%
Summary Assignment	5%
Essay I	10%
Essay II	15%
Participation	10%
Final Exam	<u>30%</u>
	100