



# NAZARENE UNIVERSITY COLLEGE

EN 110 Effective Writing (3)

Fall 2005

Instructor:

**Office:**

**Class Times:**

**Email Address:**

**Office Phone:**

**Class Location:**

**Office Hours:**

## Course Description

This course serves 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.

## Course Objectives

English 110 aims to help students

- achieve competence with the sentence
- achieve competence with the paragraph
- achieve competence with the academic essay
- view writing competence as a lifelong achievement.

## Required Texts

Hacker, Diane. *A Canadian Writer's Reference*. 3rd ed. Boston: Bedford/St. Martin's, 2004.

Dictionary: Students should consider purchasing a good dictionary (such as the Oxford) to support their writing and their entire course of studies.

## Course Schedule

September

Wednesday		Friday	
7	Introduction	9	In-class essay and diagnostic exam
14	the sentence: foundational grammar	16	the sentence: foundational grammar parts of speech
21	basic punctuation	23	the sentence: subject-verb agreement
28	pronoun-antecedent agreement <b>[essay 1 due: writing to persuade]</b>	30	thesis statements, idea generation <b>quiz</b>

October

Wednesday		Friday	
5	library, research, manuscript form	7	the effective sentence: diction: <b>[research exercise due]</b>
12	<b>MIDTERM</b>	14	the paragraph: introduction, the thesis, topic sentences
19	strategies of exposition	21	transitions, documentation <b>[essay 2 due: writing to define]</b>
		28	effective conclusions

November

Wednesday		Friday	
2	comparing and contrasting	4	pronoun case
9	pronoun case	11	<b>mid-term break: class cancelled</b>
16	avoiding pretentious prose	18	the essay: persistent problems <b>[essay 3 due: comparing and contrasting]</b>
23	editing and proofreading strategies	25	diction: concision

December

Wednesday		Friday	
		2	thesis and topic clinic
7	mistakes to avoid	9	exam writing <b>[essay 4 due: content analysis]</b>
14	Last class, review		

## Course Requirements

1. Students should do all the prescribed readings before class and be prepared to participate in class discussion. I look forward to lively discussions.
2. Assignments are due at the beginning of class on the dates specified. A penalty of 5% will be deducted for each calendar day a written project is late. Late assignments will not be accepted after graded assignments have been returned to the class.
3. Written assignments must conform to the designated formats. Students are required to keep an extra copy of each assignment (on disk, as a hard copy, or both).
4. To receive a passing grade in the course, all assignments, tests, and quizzes must be submitted to the instructor.
5. Missed exams will only be made up if supported by the appropriate documentation (for example, a doctor's note).
6. Plagiarism in any of its forms will not be tolerated. All instances of plagiarism will be forwarded to the Academic Affairs Committee.
7. Students may not submit work done for another class.
8. The student is responsible for all the information given in class, and also for any changes to the syllabus that are announced in class.
9. As in all English courses, spelling, punctuation, grammar, style, and format are important in all your written work, including exams. Shortcomings in these areas will be reflected in your marks.
10. Regular attendance and punctuality are expected.

## Grading

Essay 1	5%
Essay 2	10%
Essay 3	10%
Essay 4	15%
Quiz	5%
Research assignment	5%
Midterm exam	15%
Final exam	30%
Participation	<u>5%</u>
	100

### Important Notes

- Last day to enter course without permission: **16 November 2005**
- Last day to withdraw voluntarily from course without financial penalty: **16 November 2005**
- Last day to voluntarily withdraw from course or change to audit without academic penalty: **16 November 2005**
- It is the responsibility of all students to become familiar with and adhere to AUC-NUC Academic Policies, such as those regarding Academic Dishonesty, as stated in the current Catalogue.