



AMBROSE

EN 110 Effective Writing Fall 2008

Instructor: Matthew McCabe
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Section: 3
Class Times: 9:45am – 11am W/F
Class Location: A 2133
Office Hours: T/Th 2:30 to 4:30 or by appointment

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. 4th ed. Boston: Bedford/St. Martin's, 2008.
Supplementary Reading—as assigned (a variety of sources, handed out in class)

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
17 Introduction and diagnostic exam	19 the sentence: foundational grammar, parts of speech
24 the sentence: foundational grammar	26 pronoun agreement

October

Wednesday	Friday
1 basic punctuation	3 the sentence: subject-verb agreement [essay 1 due: content analysis]
8 thesis statements, idea generation	10 library, research, manuscript form
15 the effective sentence: diction: topic sentences [research exercise due]	17 The paragraph: introduction, the thesis,
22 MIDTERM	24 strategies of exposition [essay 2 due: writing to define]
29 transitions, documentation	31 comparing and contrasting

November

Wednesday	Friday
5 pronoun case	7 avoiding pretentious prose
12 the essay: persistent problems	14 editing and proofreading strategies [essay 3 due: expository essay]
19 diction: concision	21 diction: concreteness
26 effective conclusions	28 thesis and topic clinic

December

Wednesday	Friday
2 mistakes to avoid	4 writing [essay 4 due: content analysis]
9 exam writing	11 Final review

Course Requirements

1. Students should do all the prescribed readings before class and be prepared to participate in class discussion.
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

Final grades for the course appear as letter grades. The table below shows the percentage equivalents for each letter grade.

Letter Grade	Percentage	Description
A+	96-100	
A	91-95	Excellent
A-	86-90	
B+	82-85	
B	75-81	Good

B-	72-74	
C+	68-71	
C	63-67	Satisfactory
C-	60-62	
D+	59-59	
D	50-55	Minimal Pass
F	0-49	Failure

Important Dates

- Last day to drop or add a course without permission: **September 26**
- Last day to withdraw or change to audit without penalty: **November 21**
- Last day request revised time for final exam: **December 5**

Important Note

It is the responsibility of all students to become familiar with and adhere to Ambrose University College Academic Policies, such as those regarding Academic Dishonesty, as stated in the current Catalogue.