



**EN 110 *Effective Writing* (3)
Fall 2000**

Instructor: Dr. Maria-Fe C. Cavinta
Office Hours: 9-11, 3-4 W/F
Class Times: 4-5:15 W/F
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Office: Room 509
Office Phone: 571-2550, ext 35
Location: Room 2

Required Text

Lynn Q. Troyka. *Handbook for Writers*. Prentice-Hall, Canada, 1999.

Reference

Barbara Ann Kipfer, ed. *21st Century Manual of Style*. Dell Publishing, New York, 1993.

Course Description

This course is designed to develop the ability of the students to write analytical, descriptive, expository, and persuasive prose, which is fundamental to all written communication. Whether writing for literature, social sciences, or religious courses, emphasis will be placed on coherence, unity, forms of argument, and style of paper.

Course Objectives

1. This course reassures students of what they already know but need to be reinforced, so that they would acquire techniques and information that they would need to be able to fulfill their academic, business, and personal potentials.
2. This course develops further their skills in writing, for the ability to write and communicate clearly is crucial in the modern workplace and in life.
3. This course prepares the students to function effectively in society, for writing is an enormously valuable asset in society. Writing is not only used as a means of influencing people, but it is also used as a tool for learning and analyzing ideas, information, and experience.

4. This course aims to relate basic stylistic concerns to structure, content, and emphasis, so the intended audience will read the piece. Living in a democratic society where citizens are convinced rather than coerced to consent, the ability to function effectively in such a society depends on the ability to exert influence through language. There is a need for logical argument in developing ideas, aside of course from appealing to the emotions.

Course Schedule

I. Understanding Grammar and Writing Correct Sentences - Sept. 6, 13, 15, 20

- A. Verbs
 - B. Case of Nouns and Pronouns
 - C. Pronoun Reference
 - D. Agreement
 - E. Using Adjectives and Adverbs
 - F. Sentence Fragments
 - G. Comma Splices and Run-on Sentences
 - H. Awkward Sentences
- Unit quiz – Sept. 22

II. Writing an Essay – Sept. 27, 29, Oct. 4, 6

- A. Thinking About Purposes and Audience
- B. Planning and Shaping
- C. Drafting and Revising
- D. Rhetorical Strategies in Paragraphs
- E. Critical Thinking, reading, and Writing
- F. Writing Argument

Mid-term test – Oct 11, 13

III. Writing Effectively – Oct. 18, 20, 25, 27

- A. Conciseness
- B. Coordination and Subordination
- C. Parallelism
- D. Variety and Emphasis
- E. Understanding the Meaning of Words
- F. Understanding the Effect of Words
- G. Spelling and Hyphenation

Unit quiz – Nov. 1

IV. Punctuation and Mechanics

- A. *Periods*
- B. *Comma*
- C. *Semi-Colons*
- D. *Colons*
- E. *Apostrophe*
- F. Quotation Marks
- G. Other Punctuation Marks
- H. Capitals, Italics, Abbreviation, and Numbers

Unit quiz – Nov. 17

- V. Writing Researches – Nov. 22, 24, 29
- A. Using, Sources, Avoiding Plagiarism
 - B. Quoting, Paraphrasing, Summarizing
 - C. Processes of Research Writing
 - D. Documenting in Different Styles

Unit quiz – Dec. 1

VI. Case Study of Student Writing an MLA Research Paper – Dec. 6

VII. Case Study of Student Writing an APA research Paper- Dec. 8

Final exam – Dec. 13

Course Requirements and Grading

Assignments and quizzes	30%
Mid-term Exam	30%
Participation	5%
Attendance	5%
Final Exam	30%

100%

Assignments are due on the dates specified, for late assignments will not be accepted. Missed quizzes cannot be made up at a later date. Missed exams can only be made if a document explaining the extenuating circumstances is shown.

For 100-level English courses, students can receive no higher than a D+ grade on the final exam if they have more than one error per 100 words of any type or combination of these errors: sentence fragments, comma splices, run-on sentences, grammatical disagreement, misused apostrophes, misspelling. Three spelling errors will be allowed without penalty. Each additional error is counted as one. The same word misspelled repeatedly constitutes one error. Repeated misuse of the apostrophe in the same word constitutes one error.

Important Note:

The last day to withdraw from the class without academic penalty is Nov. 10. The last day to withdraw from this course and still receive a refund is Sept. 29.