

English 102: Expository & Academic Writing

MWF 1-1:50

MWF 2-2:50

HJ

Texts: Barnett & Stubbs, Practical Guide to Writing (seventh edition)
Kirszner & Mandell, The Brief Holt Handbook (2nd edition)

Spring '99
Day Session
Instructor:
J. Jones

I. Course Description: Practice in the basic types of academic writing: exposition, summary, analysis, & criticism of readings in various disciplines; includes methods of research & research paper; emphasis on logical thinking; continued practice in revising & editing for clarity, organization, & correct use of standard English.

Purpose: To assist students in achieving the level of language & writing proficiency required at the college level and in their chosen professions

II. Summary of Course Goals: --To develop refined understanding of the theories & problems of prose composition: exposition, analysis, & criticism.
--To develop skill in English prose composition through the written application of the conventions, theories, & techniques presented in the texts & in class discussions.
--To develop reading & analytical skills through the study of professional essays.

--To explore various issues & problems of contemporary culture & society.

--To develop the skills needed to write an academic research paper.

--To review formal English grammar & usage as necessary.

--To expand vocabulary (& to improve spelling where needed).

III. Class Sessions: They will vary & include different activities such as discussion of different types of writing & how to do them; discussion of readings & examples of student writing; review sessions on grammar & mechanics when necessary; occasional in-class essays & journal entries.

IV. Tentative Schedule:

Weeks 1-3	<u>PGW</u> Chapters 1, 2, 11
4-6	Chapters 3, 14, 10
7-9	Chapter 16
10-12	Chapters 9, 12
13-15	Chapters 13, 15

**Chapters listed below will be covered at appropriate times throughout the semester:

Chapters 4-6	Fine-tuning Sentences
Chapter 21	Punctuation
Chapter 22	Spelling
Chapter 23	Usage

**Selected essays from Part Five of PGW will be assigned from time to time and a few xeroxed essays on various topics may also be covered.

V. PRACTICAL CHAPTERS FROM PGW FOR STUDENTS' OWN USE: Chapter 8 (Manuscript Form), Chapter 7 (Acquiring Style), Chapter 17 (Reviewing), Chapter 18 (Interviewing), Chapter 19 (Taking Exams), Chapter 20 (Writing Resumes and Letters for Jobs).

VI. REQUIREMENTS/GRADING:

Paper #1	Analysis	-	15%
Paper #2	Exposition	-	15%
Paper #3	Major Research Paper*	-	30%

Formal Journal Entries	}	-	20%
Inclass essays			

Attendance/Active Class Participation: quizzes, exercises, peer group interaction, oral responses to prose essays	}	-	20%
			<hr/> 100%

*Specific
breakdown of
grading in each
section to be given
during the term*

**Other factors that enter into the final course grade:
attitude/motivation, exceptional class participation, sense of
improvement, use of Learning Center tutorials.

* Concerning research writing, students should know:

- how to read an article and extrapolate a thesis;
- how to paraphrase an article by putting the ideas in their own words;
- how to summarize an article by condensing the ideas into a few sentences;
- how to write a synthesis incorporating several sources;
- how to find sources in the library;
- how to evaluate the relative worth of sources;
- how to organize and present the results of their research;
- how to incorporate summaries and direct quotations into their papers;
- how to cite sources both in the text and in footnotes or parenthetical citations;
when to cite sources to avoid plagiarism;
- how to find reference sources that will tell them how to correctly punctuate citations and bibliographic references.

VII. MATERIAL TO BE COVERED IN ENGLISH 102:

- 1. Writing process (writing and revising expository writing)**
 - a. invention (finding something to say; e.g., brainstorming, free writing, looping, asking questions)
 - b. organization (shaping material; e.g., the list, the topic outline, the sentence outline)
 - c. writing the first draft
 - d. revising drafts
 - e. editing
 - f. preparing the final draft (polishing, manuscript format)

- 2. Writing the expository essay**
 - a. structure
 - b. unity (the thesis sentence)
 - c. coherence
 - d. development
 - e. development of skills in organization and reasoning through rhetorical modes (e.g., exemplification, comparison and contrast, division and classification, cause and effect, analysis, definition)

- 3. Writing the library or research paper**
 - a. developing the skills of academic writing (e.g., paraphrase, summary, review, synthesis)
 - b. research for writing (using the library)
 - c. working with source material (e.g., reading and taking notes, avoiding plagiarism)
 - d. documentation (MLA format)
 - e. writing the paper (planning, shaping, writing and revising)

- 4. Review of methods for developing fluency and devices of invention**
 - a. fluency (e.g., journals, automatic writing)
 - b. devices of invention (e.g., free writing, brainstorming, listing, looping)

- 5. The elements of language**
 - a. assess needs of each student through Objective Writing Subtest and in-class essay
 - b. conventions of grammar and usage as needed on individual basis
 - c. mechanics
 - (1) punctuation (e.g., dash, parentheses, brackets, slash, ellipsis, italics, hyphen)
 - (2) capitalization
 - d. sentences
 - (1) sentence construction and style
 - (a) writing emphatic, concise, and varied sentences
 - (b) using parallelism effectively
 - (c) sentence style
 - (2) sentence combining and subordination
 - (3) solving common sentence problems
 - (a) misplaced and dangling modifiers
 - (b) shifts and mixed constructions
 - (c) faulty parallelism

- 6. Using words effectively (vocabulary, diction, spelling)**
 - a. choosing exact and effective words
 - b. choosing appropriate levels of usage
 - c. using the dictionary, thesaurus, and special-purpose dictionaries
 - d. building vocabulary
 - e. improving spelling

Continued development of reading and analytical skills through study of model essays and papers by student and professional writers