

ENC 0025 **May** (2014) 1.0 last revised 1/2

Note on Abbreviations:
 FW = *Focus on Writing*
 All reading is due on the day it is printed.
 Good online [Glossary Link](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4 w1		5 Spring HI Classes Begin; Introductions; Syllabus; Calendar, Questions, Expectations.; Read After Class: Parts of Speech (Look up definitions of the following words and keep them in your notes: Noun, Pronoun, Antecedent, Verb, Gerund, Infinitive, Adjective, Article, Adverb, Preposition); Read Chapter 28 – Nouns and Pronouns (FW 463-483 –no need to do the exercises, but feel free to use them for practice).	6 Basic Essay Structure / Paragraph Length (3 is the magic number): Intro, Body, Conclusion. Elaborate on Body—expanding the body, tripart “old standby” – Assertion, Evidence, Importance; Harvard Outline. Parts of Sentences: Subject--Verb--Object / Phrases and Clauses (Dependent, Independent) – <i>Learn this well, it is the key to understanding most sentence and commas errors.</i>	7 Parts of Sentences: Subject--Verb--Object / Phrases and Clauses (Dependent, Independent) – <i>Learn this well, it is the key to understanding most sentence and commas errors;</i> Assign Essay #1. (Bring printed working draft copy for next class--diagnostic.); Basics of MLA Format . How to set up a Proper Paper. If you have a laptop—bring it for this part, it will help. Review Clauses	8 Grammar and Style – Correct Vs. Good. Introduce Scream List – Style Rules; Style Rule #1: No 1st or 2nd Person Narration; Style Rule #2: No Contractions); Style Rule #8: Avoid Cliches Examining own work. Preliminary diagnostic editing. Verbs & Subject/Verb Agreement (FW 395-407;435-442; 447-458. Chapters 23, 26, & 27).	9	10
11 w2		12 Comma Use – solutions to sentence errors. (FW 543-556: Chapter 31). Review Sentence Errors –Fragments, Run-Ons, Fused Sentences, Comma Splices (FW 355-366; 371-389; Chapters 21 & 22). Sentence Structure: Subject--Verb--Object / Phrases and Clauses; Simple Sentences; Compound Sentences; Complex Sentences; (FW 263-272; 277-289; 295-304—Chapters 15, 16, &17). Sentence Errors – Introduction to Comma Use – knowing proper comma use can fix most of your grammar errors. (Style Rule #3: No Fragments)	13 Peer Review Paper #1 Have typed, proofread, complete HARDCOPY PRINTED first draft for this class (and on all peer review days). Format, Content, Grammar, Style. – 3 min, 10 min, 13 min, 8 min sections. Learning how to edit. You cannot participate if you do not bring a full complete draft of the paper—read syllabus for Peer Review info. No Show period Begins	14 Style Rule #7: Use Transitional Expressions (FW 40-42). Style Rules: #4: No rhetorical questions Style Rule #5 Avoid the Vague “This” Questions thus far. Troubleshooting issues you have encountered. 0025 Orientation in class. ; Explanation of Writing Center , Consultations , Workshops, Online Lab Exercises. Most of this information is covered in your Developmental Lab Packet: There will be time to answer questions.	15 Paper # 1 Final Draft Due / Assign Paper #2 – (Agree or Disagree with Quote) Brainstorming, Discussion. Outlining. Misplaced Modifiers – (FW 421-425: Chapter 25) Punctuation review (commas, semicolons, colons, hypens, dashes, parenthesis).	16	17
18 w3		19 Use Parallel Structure (FW 327-331). (you need to know parts of speech for this, make sure you know it like you know your times tables) Questions thus far. Troubleshooting issues you have encountered.	20 Peer Review Paper #2 Have typed, proofread, complete HARDCOPY PRINTED first draft for this class (and on all peer review days). Format, Content, Grammar, Style. – 3 min, 10 min, 13 min, 8 min sections.	21 Numbers, apostrophes, (who/whom), issues of spelling (596), writing titles (586), confused words (616), Common issues for non-native speakers (FW 500-533)	22 No Show period Ends Paper # 2 Final Draft Due ; Assign Paper #3 – (Presidential Qualities) Brainstorming, Discussion. Outlining. The Argument Essay (FW 251-257) Being specific and not using “hypothetical” evidence. Using properly grounded evidence. Avoiding anecdotal evidence; Going over Numbers and Grammar Pitfalls.	23	24
25 w4		26 College Closed – Memorial Day	27 Peer Review Paper #3 Have typed, proofread first draft for this class. Format, Content, Grammar, Style. – 3 min, 10 min, 13 min, 8 min sections	28 Questions and discussion about examples from paper #3. Evaluating proper evidence and making sure there are correct examples.	29 Paper # 3 Final Draft Due (Class A) Assign Paper #4 – (Best Film in Genre) Brainstorming, Discussion. Outlining. Introduce IMDB.com as possible database for general info. Troubleshooting, specific questions and explanations	30	31

