

Carleton University  
Winter 2018  
Department of English

**ENGL 1020G: Effective Writing**

**Prerequisites:** English Majors in search of a dedicated writing course should take [ENGL 1010](#) instead of [ENGL 1020](#)

**Preclusions:** ENGL 1010

**Day(s) of the week / Time(s) of lectures** W/F 4:00-5:30 p.m

**Location:** *Please confirm location on Carleton Central*

**Instructor:** Matthew Scribner

**Email:** [Matthew.Scribner@carleton.ca](mailto:Matthew.Scribner@carleton.ca)

**Office:** Dunton Tower 1906 – Office Hours Tuesdays 12:00-2:00 p.m.

**Phone:** No phone number. Please reach me over email

Did you know that Shakespeare had six different ways of spelling his name?

Good writing is not about following rules or filling out templates. It is about taking your reader into your head and making sure that the ride is comfortable for them.

We will practice writing different forms of nonfiction with a focus on clarity and argumentation. We will discuss linking claims with evidence, efficient diction, and different theories about what constitutes good writing.

Oh yes, and there will be some grammar and punctuation.

Whether you are in the arts, sciences, applied sciences, public affairs, or business, you will be writing for the rest of your career. This course is open to everybody.

**REQUEST FOR ACADEMIC ACCOMMODATION:**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

**Pregnancy obligation:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#).

**Religious obligation:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#).

**Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD),

psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your *Letter of Accommodation* at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

## PLAGIARISM

The University Senate defines plagiarism as “*presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.*” This can include:

- reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another’s data or research findings;
- failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course. For more information visit: <https://carleton.ca/registrar/academic-integrity/>.

## ETIQUETTE

Please give the person who is speaking in class—whether it is the instructor or one of your peers—your full attention.

You may use a laptop to take notes, but please, do not surf the web, check social media, or do other distracting things in class. Please do not use cellphones in class, even to take notes.

Discussion is encouraged, but (obviously) please disagree without being disagreeable.

## EVALUATION

Short Essay Outline: 5%	Due February 9 <sup>th</sup>
Short Essay Draft: 10%	Due February 28 <sup>th</sup>
Short Essay: 10%	Due March 14 <sup>th</sup>
Note-taking assignment: 5%	Due March 21 <sup>st</sup>
Long Essay: 20%	Due April 6 <sup>th</sup>
In-Class Assignments: 20%	See schedule
Take-Home Exam: 30%	Due the last day of the exam period

Please bring a pen and paper to every class for in-class assignments. Please also bring a copy of the textbook.

Late assignments will be penalized 5% per day late. Please contact the instructor *ahead of time* if you require some accommodation. There will be no make-ups for in-class assignments missed without prior accommodation.

### **TEXTBOOK**

Engkent, Lucia & Garry Engkent, *Essay Do's and Don'ts: A Practical Guide to Essay Writing*. Second Edition. Oxford University Press, 2017.

Available from Haven Books, 43 Seneca St., Ottawa, ON, K1S 4X2. Regrettably, Haven Books is not wheelchair accessible: please contact me if this presents a problem.

### **SCHEDULE**

DATE	TOPIC	READING	ASSIGNMENT DUE
10-Jan	Intro to course		
12-Jan	Theses		
		pp. 22-24	
17-Jan	Thesis workshop		Workshop exercise
19-Jan	Principles of effective writing	Chapter 1	
24-Jan	The persuasive essay	pp. 64-72	
26-Jan	Outlines	pp. 21-22	
31-Jan	Outline workshop		Workshop exercise
02-Feb	Introductions and conclusions	pp. 25-37	
07-Feb	Intro and conclusion workshop		Workshop exercise
09-Feb	Punctuation	Chapter 8	Outline
14-Feb	Short essay workshop		Workshop exercise
16-Feb	Style		

Feb 19-23

READING WEEK

28-Feb	Research	Chapter 5	Short Essay Draft
02-Mar	Library		Workshop exercise
07-Mar	Marshalling evidence		
09-Mar	From draft to good copy workshop		Workshop exercise
14-Mar	Note-taking workshop		Short Essay and workshop exercise
16-Mar	Analysis		
21-Mar	Grammar	Chapter 7	Note-taking assignment
23-Mar	Punctuation and grammar workshop		Workshop exercise
28-Mar	Research workshop		Workshop exercise
30-Mar		GOOD FRIDAY	
04-Apr	Analysis workshop		Workshop exercise
06-Apr	Editing		Long essay
11-Apr	Review		