

**Carleton University
Winter 2021
Department of English**

ENGL 1020 G: Effective Writing

Prerequisites: English majors in search of a dedicated writing course should take ENGL 1010 instead of ENGL 1020.

Preclusions: Precludes additional credit for ENGL 1010.

Mondays and Wednesdays / 1:05pm to 2:25pm

This is a blended delivery online course, and most of the material will be delivered asynchronously. Please see “Course Schedule” below for more information.

Instructor: Matthew Scribner

Email: Matthew.Scribner@Carleton.ca

Office hours: By appointment

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 academic 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.

Learning Outcomes:

Students who successfully complete this course will be able to do the following:

- Write an effective academic essay
- Craft an argument with relevant evidence
- Name and understand genres of non-fiction writing
- Use style to emphasize points
- Avoid common grammar mistakes
- Apply critical thinking to controversies and debates
- Read documents to find pertinent facts

- Proofread and refine writing

Text:

This course has one required textbook: *A Writer's Handbook: Developing Writing Skills for University Students*. 4th Edition. Edited by Leslie E. Casson. Peterborough, Ontario: Broadview, 2018.

You may buy an online copy (.pdf or .epub format) directly from the publisher at
<https://broadviewpress.com/product/a-writers-handbook-fourth-edition/#tab-description>

You may buy a hard copy there, too, but we will be using the textbook promptly at the start of the course, so you may not want to wait for a delivery.

Course calendar:

Each reading, video, and assignment is broken down week by week on cuLearn, but there is a rough guide below.

Each week (or at least most weeks), there will be videos to watch, chapters to read, and assignments to complete. You will do all that at your own time, though the assignments have deadlines, and you will need to read and watch the course material to understand the assignments.

Assignments come in three flavours: Knowledge Check Quizzes, Regular Writing Assignments, and Major Assignments. You will need to do the Knowledge Check Quizzes in cuLearn to access and submit the Weekly Writing Assignments. All assignments are always due on Friday at 11:59pm.

However, every Wednesday during our class time (from 1:05am to 2:25pm), we will have a live session over BigBlueButton where the instructor will answer questions and review the assignments and other material. These live sessions will be recorded for students who cannot attend. You may use a webcam and a microphone if you like, but it is not necessary. You may just type questions into BigBlueButton's chat.

		Watch		Read		Do			
Note: Each Regular Writing Assignment is due the FRIDAY of that week. You must complete the Knowledge Check beforehand.									
January									
11	Introduction to the course								
13	Live session on Monday AND Wednesday this week!					No Regular Writing Assignment this week			
18	Introductory paragraph and thesis		Chapter 2 (pages 17-28)			Introductory paragraph			
20									
25	Evidence/body paragraphs		Chapter 3 (pages 29-40)			Evidence paragraph with paraphrase			
27									
February									
1	Concluding paragraph					Evidence paragraph with quotations			
3									
8	Basic formatting and documentation		Chapter 7 (pages 89-126)			No Regular Writing Assignment this week			
10						Short Argumentative Essay (Feb 10th)			
15	WINTER BREAK		No class			Nothing is due this week			
17									
22	Outlining		Orwell, "Politics and the English Language"			Concluding paragraph			
24									
March									
1	Academic style		Chapter 4 (pages 41-53)			Outline			
3									
8	Grammar		Chapter 5 (pages 57-70)			Style exercise			
10									
15	Punctuation		Chapter 6 (pages 71-87)			Grammar exercise			
17									
22	Research		Sukhera, "Beware of Bias Training"			Comparison/Contrast Essay (Mar 26th)			
24									
29	Genre		Plott, "The Bullet in My Arm"			Punctuation exercise			
31									
April									
5	Business style		Chapter 8 (pages 127-146)			Business style exercise			
7	(which academics also like)								
12	Review	Another Monday session? TBD.				Review Exercise			

Evaluation:

You will mostly be evaluated on your written work, and how well it is structured and argued. Spelling and grammar are also considerations. A smaller but still significant part of your mark comes from completing regular activities, which are meant as practice for your major assignments.

The take-home exam will be more essay writing.

- Short Argumentative Essay (20%) Due February 10th
- Comparison/Contrast Essay (25%) Due March 26th
- Take-Home Exam (35%) Due April 27th
- Knowledge Check Quizzes (10%) Needed to complete the Regular Writing Assignment for that week, but if you ever miss one, you have until April 14th to complete it
- Regular Writing Assignments (10%) Various due dates—check schedule above

All essays, as well as the exam, must be submitted to pass the course.

Missed Knowledge Check Quizzes and Regular Writing Assignments may not be made up under normal circumstances, but your lowest mark (for each quiz and Regular Writing Assignment) will be dropped at the end of term.

Late assignments are normally penalized 7% per day, including weekends, but each student gets three “extension days” for the entire semester. Students can spread out their extension days across multiple assignments, but need to contact the instructor before the assignment is due in order to use them.

Each assignment will have its own page in cuLearn. Please read the instructions carefully. Please submit your work to the appropriate cuLearn page in .doc, .docx, or .rtf format (NOT .pdf or .pages format). I will post edited and marked files of your work to cuLearn in .docx format.

You can save in at least some of the above formats with Pages or even Google Docs, but you will need MS Word to read my feedback of your work. Through Carleton, you can get a license to use MS Office for free at <https://carleton.ca/its/ms-offer-students/>

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

Syllabus Question:

The first knowledge check is answering this question in cuLearn (second week section): The World Economic Forum identifies ten skills that new employees need to succeed in modern times. How many does this course teach? The answer: “Seven.” Spell it out; don’t just say “7.”

PLAGIARISM (English department statement):

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 form of intellectual theft. It is a serious offence that cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct 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 failure of the assignment, failure of the entire course, or suspension from a program. For more information please go to:
<https://carleton.ca/registrar/academic-integrity/>

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Requests 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 click [here](#).

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 click [here](#).

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 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). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. 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.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>