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 Open office 3:30 – 5:00 pm  
 Wednesdays: Open office 10-12 am  
**(Other hours by appointment only)**

## **Intermediate Composition & Grammar: ENGL 2113-X25**

**Final Exam:** There is a mandatory proctored two-part final at the semester's end (a grammar exam and an essay exam which you will take at the same time – check the dates and time slots).

FYI: See example essays in D2L under **Writing Assignment Descriptions**.

### **2023 Weekly Assignment Schedule**

<p>Week One Monday, January 16th</p>	<p>Read in D2L &gt; Content &gt; Introduction to the course:</p> <ul style="list-style-type: none"> <li>- Syllabus</li> <li>- Assignment schedule (this document)</li> <li>- Grade worksheet. Open, review, and save to your computer. You can update this grade sheet after receiving each graded assignment. This process allows you to “know your highest possible grade” throughout the semester. I do not use grade book in D2L. See next page.</li> </ul> <p><b>Review in D2L/Brightspace &gt; Content – the criteria guidance is there. If you cannot find it, ask me. Many students do not read the format and requirements for their assignments. They often type an assignment “their way” and it does not meet requirements. If you fail to meet said requirements, your paper will not be graded. W1-W3 can be re-done up to a 70 if failed for learning purposes. W4-W5 cannot.</b></p> <ul style="list-style-type: none"> <li>- Quiz reviews and practice resources</li> </ul>
	<p><b>Complete: see below</b></p> <ul style="list-style-type: none"> <li>- Introduce yourself on the discussion board; send me an email with your address, phone number, and final date request please.</li> <li>- Grammar Pre-test by Sunday, January 22<sup>nd</sup> by 11:00pm (Your score will not be included in your final grade, but it helps me see the needs of focus and counts against you if you fail to take them.) Please respond to my emails promptly.</li> </ul>
<p>Week Two Monday, January 23rd</p>	<p>Read in D2L &gt; Content &gt; Writing assignments:</p> <ul style="list-style-type: none"> <li>- W1, W2, W3 assignment descriptions</li> <li>- Look over the W1 template (either the Word or PDF file). The W1 assignment is due next week. Ask if you have questions. Do not procrastinate. Read in LBH.</li> </ul>

	<ul style="list-style-type: none"> <li>- Ch 21 Parts of Speech</li> <li>- Ch 22 The Sentence</li> <li>- Part 1 Ch 1-6 The Writing Process</li> </ul>
	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 1 Subject/Verb Identification* Due January 29<sup>h</sup> by 11 p.m.</li> <li>- W1 Thesis Statement and 2 Topic Sentences Thur., January 26<sup>th</sup> by 11 p.m. <b>Remember WRITINGS are due on Thursdays – QUIZZES are due on Sundays. I would highlight due dates.</b></li> </ul>
Week Three Monday, January 30 <sup>th</sup>	<p>Read:</p> <ul style="list-style-type: none"> <li>- Ch 23 Phrases and Subordinate Clauses</li> <li>- Ch 35 Sentence Fragments</li> <li>- Ch 11 Academic Writing</li> </ul>
	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 2 Phrases/Clauses/Fragments. Due February 5<sup>th</sup> by 11 p.m.</li> </ul>
Week Four Monday, February 6 <sup>th</sup>	<p>Read: - Ch 36 Comma Splices and Fused Sentences</p> <ul style="list-style-type: none"> <li>- Ch 24 Sentence Types</li> <li>- Ch 12 Writing Arguments</li> </ul> <p>Review:</p> <ul style="list-style-type: none"> <li>- Ch 56 MLA Documentation and Format</li> <li>- Ch 57 APA Documentation and Format</li> </ul>
	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- W2 Two Body Paragraphs from W1, Thurs., February 16<sup>th</sup> by 11p.m.</li> <li>- Quiz 3 Comma Splices and Fused Sent. Due February 12<sup>th</sup> by 11pm.</li> </ul>
Week Five Monday, February 13 <sup>th</sup>	<p>Read:</p> <ul style="list-style-type: none"> <li>- Ch 25 Verb Forms</li> <li>- Ch 29 Agreement of Subject and Verb</li> <li>- Ch 7 Paragraphs</li> </ul>
	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 4 Subject/Verb Agreement* Due by February 19<sup>th</sup> by 11 p.m.</li> </ul>
Week Six Monday, February 20 <sup>th</sup>	<p>Read in D2L &gt; Content &gt; Writing assignments:</p> <ul style="list-style-type: none"> <li>- Writing and formatting your essay</li> <li>- Essay grading guidelines (see next page)</li> </ul> <p>Read in LBH:</p> <ul style="list-style-type: none"> <li>- Ch 30 Pronoun Case</li> <li>- Ch 31 Agreement of Pronoun and Antecedent (continued next page)</li> <li>- Ch 32 Reference of Pronoun and Antecedent</li> </ul>
	<p><b>Complete: Quiz 5 Pronoun Agreement Due Sunday, Feb. 26<sup>th</sup> by 11 p.m.</b></p>

<p>Week Seven Monday, February 27th</p>	<p>Review:</p> <ul style="list-style-type: none"> <li>- Ch 30 Pronoun Case</li> <li>- Ch 5 Revising</li> <li>- Ch 7 Paragraphs (especially introductions and conclusions)</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 6 Pronoun Case. Due March 5th by 11 p.m.</li> <li><b>W3</b> Full Essay (Intro, Body, Conclusion) from W2, Thurs., March 2<sup>nd</sup> by 11pm</li> </ul>
<p>Week Eight Monday, March 6th</p>	<p>Read:</p> <ul style="list-style-type: none"> <li>- Ch 39 The Comma</li> <li>- Ch 56 MLA or Ch 57 APA</li> </ul> <p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 7 Commas. Due March 12th by 11 p.m.</li> </ul>
<p><b>Week Nine</b> <b>Monday, March</b> <b>13<sup>th</sup> – 17<sup>th</sup></b> <b>Spring Break</b></p>	<p>Read:</p> <ul style="list-style-type: none"> <li>- Ch 40 The Semicolon</li> <li>- Ch 41 The Colon</li> <li>- Ch 52 Finding Sources</li> <li>- Ch 53 Working with Sources</li> </ul>
<p>Week Ten Monday, March 20th</p>	<p><b>Complete:</b></p> <ul style="list-style-type: none"> <li>- Quiz 8 Colons and Semicolons. Due by March 26th by 11 p.m.</li> <li>- W4 Full Essay (Intro, Body, Conclusion), Thurs., March 30th by 11 p.m (due to Spring Break 13<sup>th</sup> – 17<sup>th</sup>)</li> </ul>
<p>Week Eleven Monday, March 27<sup>th</sup> <b>*Last day to drop</b> <b>With a “W” by 4</b> <b>pm today!!!</b></p>	<p>Read:</p> <ul style="list-style-type: none"> <li>- Part 6 Spelling and Mechanics</li> <li>- Ch 16 Parallelism</li> <li>- Ch 54 Avoiding Plagiarism</li> </ul> <p><b>Complete</b></p> <ul style="list-style-type: none"> <li>- Quiz 9 Parallelism. Due April 2<sup>nd</sup> by 11 p.m.</li> </ul>
<p>Week Eleven Monday, April 3rd</p>	<p>Read: - Ch 42 The Apostrophe - Ch 43 Quotation Marks</p> <p><b>Complete:</b> Quiz 10 Apostrophes. Due by April 16th 11 p.m. – LAST ONE! Will re-open for studying and reviewing after all grades are recorded.</p> <ul style="list-style-type: none"> <li>- W5 Full essay (Intro, Body, Conclusion) due by April 20<sup>th</sup> by 11 p.m.!</li> </ul>
<p>Week Twelve Monday, April 10th</p>	<p>Review: Ch 18 Appropriate and Exact Words</p> <ul style="list-style-type: none"> <li>- Ch 20 Conciseness - Also Questions Answered and Quizzes will be re-posted for study when everyone has completed them all. They will re-open for study and review only.</li> <li>- Work on W5!</li> </ul>

<p>Week Thirteen Monday, April 17th <b>Quiz Reviews; Ask questions!</b></p>	<p>Review: Ch 5 Revising</p> <ul style="list-style-type: none"> <li>- Ch 12 Writing Arguments</li> <li>- Questions Answered: Check Quizzes for study. Writings Discussed. Tutorials available.</li> </ul> <p>FULL ESSAY W5 is due ON 20<sup>TH</sup>!</p> <p>It is up to you to ask for help in your weak areas – so set time aside to do so if you feel the need for further clarification or tutoring. Review writings. Ask for help if you need to do so. Set up tutorials! <b>Finals: Study quizzes, pre-test, and review essays! Prepare!</b></p> <p>17th thru the 30<sup>th</sup> is for studying and preparing! Do it!!!</p>
<p>Week Fourteen Monday, April 24th <b>Review Writings</b></p>	<p>Review and answer questions re: writings if you need to do so continue until you take your exams. <b>Finals Date: Monday, May 1<sup>st</sup> thru Thursday, May 4<sup>th</sup>. Each day ends at 11 pm. You have a grammar final and an essay final. It requires a total of 3 hours to do both. You must use the program of Respondus/Lockdown/Webcam. Chromebooks will not work. Make concessions if you need to do so. Find a computer somewhere!</b></p> <p><b>Again - Finals: Study quizzes, pre-test, and review essays! Prepare!</b></p> <p><b>Our finals begin May 1<sup>st</sup> thru May 4<sup>th</sup> ending at 11 pm each day!</b></p> <p>Other finals for other classes begin Saturday, May 6th, so check your other classes.</p> <p>Happy Graduation to Graduates!</p>
<p>Week Fifteen Monday, May 1<sup>st</sup> <b>FINALS!!!</b></p>	<p><b>Finals begin May 1<sup>st</sup> for this class and go thru Thursday, May 4<sup>th</sup>! Each day ends at 11 pm. Allow yourself three hours total for both. You have a grammar final (1 hour) and an essay final (2 hours). Finals will be graded and grades will be posted in D2L via email as soon as possible. Drop by 4 p.m. was on March 27<sup>th</sup>; Drops after the date will result in an "F."</b></p>