Office hours: Tuesdays and Thursdays:

Open office 11-12 am ; 3:30 – 4:30 pm

12:00 – 12:30 pm ; 4:30 – 5:30 pm (**by appointment only**);

Wednesdays: Open office 10-11 am

8:00 – 10:00am **(by appointment only)**

**Intermediate Composition & Grammar**

**ENGL 2113-X13 Fall 2020 Assignment Schedule**

**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).

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

**Weekly Assignment Schedule**

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| Week One  Monday, August 24 | Read in D2L > Content > Introduction to the course:   * Syllabus * Assignment schedule (this document) * 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.   **Review in D2L/Brightspace > 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.**   * Quiz reviews and practice resources |
| **Complete: see below**   * Introduce yourself on the discussion board; send me an email with your address, phone number, and final date request. * Grammar Pre-test by Sunday, August 30th 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 it.) |
| Week Two  Monday, August 31st | Read in D2L > Content > Writing assignments:   * W1, W2, W3 assignment descriptions * 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 * Ch 21 Parts of Speech * Ch 22 The Sentence * Part 1 Ch 1-6 The Writing Process |
| **Complete:**   * Quiz 1 Subject/Verb Identification\* Due September 6th by 11 p.m. * W1 Thesis Statement and 2 Topic Sentences Thur., September 3rd by   11 p.m. |
| Week Three  Monday, September 7th | Read:   * Ch 23 Phrases and Subordinate Clauses * Ch 35 Sentence Fragments * Ch 11 Academic Writing |
| **Complete:**   * Quiz 2 Phrases/Clauses/Fragments. Due September 13th by 11 p.m. |
| Week Four  Monday, September 14thst | Read: - Ch 36 Comma Splices and Fused Sentences   * Ch 24 Sentence Types * Ch 12 Writing Arguments   Review:   * Ch 56 MLA Documentation and Format * Ch 57 APA Documentation and Format |
| **Complete:**   * W2 Two Body Paragraphs from W1, Thurs., Sept. 17th by 11p.m. * Quiz 3 Comma Splices and Fused Sent. Due September 20th by 11pm. |
| Week Five  Monday, September 21st | Read:   * Ch 25 Verb Forms * Ch 29 Agreement of Subject and Verb * Ch 7 Paragraphs |
| **Complete:**   * Quiz 4 Subject/Verb Agreement\* Due by September 27th by 11 p.m. |
| Week Six  Monday, September 28th | Read in D2L > Content > Writing assignments:   * Writing and formatting your essay * Essay grading guidelines (see next page)   Read in LBH:   * Ch 30 Pronoun Case * Ch 31 Agreement of Pronoun and Antecedent (continued next page) * Ch 32 Reference of Pronoun and Antecedent |
| **Complete: Quiz 5 Pronoun Agreement Due October 4th by 11 p.m.** |
| Week Seven  Monday, October 5th | Review:   * Ch 30 Pronoun Case * Ch 5 Revising * Ch 7 Paragraphs (especially introductions and conclusions) |
| **Complete:**   * Quiz 6 Pronoun Case. Due October 11th by 11 p.m.   **W3** Full Essay (Intro, Body, Conclusion) from W2, Thurs. ,October 8th by 11pm |
| Week Eight  Monday, October 12th | Read:   * Ch 39 The Comma * Ch 56 MLA or Ch 57 APA |
| **Complete:**   * Quiz 7 Commas. Due October 18th by 11 p.m. |
| Week Nine  Monday, Oct. 19th | Read:   * Ch 40 The Semicolon * Ch 41 The Colon * Ch 52 Finding Sources * Ch 53 Working with Sources |
| **Complete:**   * Quiz 8 Colons and Semicolons. Due by Oct. 25th by 11 p.m. * W4 Full Essay (Intro, Body, Conclusion), Thurs., October 22nd by 11 p.m |
| Week Ten  Monday, October 26th  \*Last day to drop with a “W” by 4 p.m. has been extended to Dec. 4th. | Read:   * Part 6 Spelling and Mechanics * Ch 16 Parallelism * Ch 54 Avoiding Plagiarism |
| **Complete**   * Quiz 9 Parallelism. Due November 1st by 11 p.m. |
| Week Eleven  Monday, November  2nd | Read: - Ch 42 The Apostrophe  - Ch 43 Quotation Marks |
| **Complete:** Quiz 10 Apostrophes. Due November 8th by 11 p.m. |
| Week Twelve  Monday, November 9th | Review: Ch 18 Appropriate and Exact Words   * Ch 20 Conciseness - Also Questions Answered and Quizzes will be reposted for study when everyone has completed them all. * W5 Full Essay (Intro, Body, Conclusion), Thurs., November 12th by 11pm |
| Week Thirteen  Monday, November 16th | Review: Ch 5 Revising   * Ch 12 Writing Arguments * Questions Answered: Check Quizzes for study. Writings Discussed.   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. |
| Week Fourteen  Monday, November 23rd | Finals begin today and go thru November 27th. This early concession is to accommodate graduating seniors.  Happy Graduation to Graduates! |
|  | **Grades will be posted in D2L via email as soon as possible.** |
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