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-X28 Spring 2021 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 – check the dates and time slots).

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

**Weekly Assignment Schedule**

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| --- | --- |
| Week One  Monday, January 11th | 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, January 17th 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.) |
| Week Two  Monday, January 18th | 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 January 24th by 11 p.m. * W1 Thesis Statement and 2 Topic Sentences Thur.,January 28th by   11 p.m. |
| Week Three  Monday, January 25th | Read:   * Ch 23 Phrases and Subordinate Clauses * Ch 35 Sentence Fragments * Ch 11 Academic Writing |
| **Complete:**   * Quiz 2 Phrases/Clauses/Fragments. Due January 31st by 11 p.m. |
| Week Four  Monday, February 1st | 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., February 4thth by 11p.m. * Quiz 3 Comma Splices and Fused Sent. Due February 7th by 11pm. |
| Week Five  Monday, February 8th | Read:   * Ch 25 Verb Forms * Ch 29 Agreement of Subject and Verb * Ch 7 Paragraphs |
| **Complete:**   * Quiz 4 Subject/Verb Agreement\* Due by February 14th by 11 p.m. |
| Week Six  Monday, February 15h | 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 February 21st by 11 p.m.** |
| Week Seven  Monday, February 22nd | Review:   * Ch 30 Pronoun Case * Ch 5 Revising * Ch 7 Paragraphs (especially introductions and conclusions) |
| **Complete:**   * Quiz 6 Pronoun Case. Due February 28th by 11 p.m.   **W3** Full Essay (Intro, Body, Conclusion) from W2, Thurs., March 4th by 11pm |
| Week Eight  Monday, March 1st | Read:   * Ch 39 The Comma * Ch 56 MLA or Ch 57 APA |
| **Complete:**   * Quiz 7 Commas. Due March 7th by 11 p.m. |
| Week Nine  Monday, March 8th | 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 March 14th by 11 p.m. * W4 Full Essay (Intro, Body, Conclusion), Thurs., March 25th by 11 p.m |
| Week Ten  Monday, March 15th  \*Last day to drop with a “W” by 4 p.m. has been extended to  April 23rd. | Read:   * Part 6 Spelling and Mechanics * Ch 16 Parallelism * Ch 54 Avoiding Plagiarism |
| **Complete**   * Quiz 9 Parallelism. Due March 21st by 11 p.m. * (Don’t forget W4 is due by March 25th by 11 p.m.) |
| Week Eleven  Monday, March 22nd | Read: - Ch 42 The Apostrophe  - Ch 43 Quotation Marks |
| **Complete:** Quiz 10 Apostrophes. Due March 28th by 11 p.m. – LAST ONE!  Will re-open for studying and reviewing after grades are recorded.  W4 is due March 25th by 11 p.m. |
| Week Twelve  Monday, March 29th  \*Break April 1st – 4th | Review: Ch 18 Appropriate and Exact Words   * Ch 20 Conciseness - Also Questions Answered and Quizzes will be re-posted for study when everyone has completed them all. * W5 Full Essay (Intro, Body, Conclusion), Thurs., April 8th by 11pm |
| Week Thirteen  Monday, April 5th  5th – 11th – Quiz Review;Ask questions! | 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.  W5 is due on April 8th by 11 p.m. |
| Week Fourteen  Monday, April 12th  12th – 18th – Review  Writings | Review and answer questions re: writings if you need to do so.  Finals begin next week from April 19th – 23rd! . This early concession is to accommodate graduating seniors for this class. Other finals for other classes begin April 24th, so check your other classes.  Happy Graduation to Graduates! |
| Week Fifteen  Monday, April 19th – 23rd - Finals | **April 19th – 23rd – finals. Pick a date. Check your dates’ times as they are different. You must use the program of Respondus/Lockdown. Chromebooks will not work. Make concessions if you need to do so. Find a computer somewhere!**  **Finals: Study quizzes, pre-test, and review essays! Prepare!**  **Grades will be posted in D2L via email as soon as possible.**  **Drop by 4 p.m. on the 23rd if you need to do so as well.** |
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