

SYLLABUS: CETL 8722 WRITING (Spring Semester 2006)

Contact Information

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Text: Coursepack (obtain at the bookstore)

Hours

Class hours: Tuesdays and Thursdays 1:35 – 2:55
Office hours: By appointment

Course Syllabus

I expect the course to follow the order of information below.

Week 1: (1/10, 1/12)

Grammar: Summary of notations and grammar that will be covered this semester.
Writing: "Truisms" formal vs. informal writing; reader needs
Assignment: Questionnaire; turn in a working document

Week 2: (1/17, 1/19)

Grammar: Grammar pitfall #1: Articles
Writing: Verbs for academic study; paragraph development
Assignment: Articles

Week 3: (1/24, 1/26)

Grammar: Punctuation and mechanics
Writing: Creating "flow" between sentences (topic strings)
Assignment: One paragraph that describes your field of study or one aspect of your field of study—follow the rules of effective paragraph writing.

Week 4: (1/31/2/2)

No class. During this week, I will meet individually with students. I may request that a student attend a meeting, or a student may request a meeting during this time.

Week 5: (2/7, 2/9)

Grammar: Grammar pitfall #2 (subject-verb agreement; grammar pitfall #3 (there).

Writing: Creating “flow” (connectors); revise paragraph #1

Week 6: (2/14, 2/16)

Grammar: Grammar pitfall #4 (active/passive); grammar pitfall #5 (nominalization)

Writing: Creating “flow”; short and long biographies

Week 7: (2/21, 2/23)

Grammar: Grammar pitfall #6 (adverbs);

Writing: Research and teaching statements

Week 8: (2/28, 3/2)

Grammar: Grammar Pitfall #7 – Relative Clauses

Writing: Bio #1 (short) and #2 (long); writing Definitions

Week 9: (3/7, 3/9)

No class.

Week 10: (3/14, 3/16)

Grammar: Grammar Pitfall #8 – Phrasal modifiers

Writing: Documentation and plagiarism

Week 11: (3/21, 3/23)

Spring break (students). During this week, I will meet with students individually if they request.

Week 12: (3/28, 3/30)

Grammar: Grammar pitfall #9: Parallel structure and consistency

Writing: Resume and cover letter

Week 13: (4/4, 4/6)

Grammar: Parallel structure and consistency (cont'd)

Writing: PowerPoint presentations (written, not verbal)

Week 14: (4/11, 4/13)

Writing: Letter and e-mail correspondence

Preparation for interviews

Attendance

Inasmuch as I cover a tremendous amount of material in any class period, attendance is, for the most part, required. If you think you will miss more than two or three classes (one week), you might consider taking

this class in the future. I won't have any review sessions, so if you miss class, you will miss the information. However, you can review the handouts and make an appointment to discuss any questions you have. I will post any handouts or other materials on my website.

Homework/Assignments

In the first week of class, I'd like you submit two documents:

- 1) One or more of your authentic writings. This can be a work in progress (finished or unfinished) or a recently written/submitted document, unedited. In other words, I would like to see a document that you have written yourself and that no one has edited. If you do not have such a document, you should rethink taking this course at this time.* Ideally, I would like to have between 5-10 pages of written work. This might be a proposal, a report, a paper for a class, a literature review, a chapter of your dissertation, or a journal article. Please tell me if you have a deadline for your document.
- 2) A published journal article in a well-known journal from your field. This should be an article that you have used or will use for your research. Simply copy off the paper and give it to me, or send it to me.

Assignments for this course will include the following:

- Grammar assignments (optional)
- A few (2-3) short writing assignments (required).
- Editing/revisions of your own document (required)
- A research or teaching statement (or both) (optional)
- A resume (required) with a cover letter (optional)
- A critique of your own PowerPoint presentation (written form only) (required)

Later on, you can submit other work that you produce during the semester. However, please remember that I am not an editor for your dissertation or journal paper. Although I will help you as much as possible, the purpose is that I facilitate and monitor your revisions.

***Note:** If you do not have any work to give me or if you do not plan to write very much this semester, please talk to me immediately, as it may not be the best time for you to take this class. The best way to learn how to write and edit your own writing is to work on your own documents. Remember: This class is offered in the upcoming fall and summer semesters.