

Wayland Baptist University
Phoenix, Arizona
School of Languages and Literature

Wayland Baptist University Mission Statement

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.

Course Name

ENGL 4314 Contemporary Usage

Term and Year

Winter Term

November 9, 2009–December 12, 2009

Instructor

William H. Traugott, M.A., Th.D.

Course Description

A practical study of present-day styles, stressing correctness, appropriateness, and clarity in writing; and attention to editing and proofreading.

Prerequisite

Consent of Instructor

Meeting Time and Place

Tuesdays and Thursdays, 5:30-9:40 P.M. CPF

Textbook and Writing Materials

Lamb, Sandra E. *How to Write It—A Complete Guide to Everything You'll Ever Write*. Berkeley, California: Ten Speed Press, 1998 (2006).

Notebook

Outcome Competencies

The course will provide students opportunity to increase their writing skills. To accomplish this intent, students will: complete all assigned readings; keep a journal on specified topics with regular entries; compose a series of writing assignments of varied forms; and write a major paper within genre outlined in the course.

Students will complete all assignments and participate in class presentations. Students will have opportunity to specify genre for growth in writing skills. Sessions within the course include relevant discussion of literary styles and intent; shared results of writing assignments; development of analytical skills in writing; and presentations on the background, concepts, and terminology of writing.

Attendance Policy

Students are expected to attend all classes. They must provide necessary explanation for absence and are responsible for submitting all assigned materials on time and for leading class discussions as scheduled.

Disability Statement

No otherwise qualified, disabled person is to be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University. Students should inform the instructor of existing disabilities at the first class meeting and provide documentation of disability to the University.

Course Outline

Introduction

- I. Usage–Mechanics and Types
- II. Resources–Others and Self (Journal)
- III. Research. Proposals and Reports–Formal and Technical
- IV. Writing for Speeches. Business Communication
- V. Literary–Fiction. Major Works–Books and Journal Articles–Query
- VI. Literary–Poetry. Correspondence–Personal and Vocational
- VII. Literary–Drama. Employment–Resume, Recommendation, Securing/Declining
- VIII. Literary–History. Personal–Announcement; Social
- IX. Memos, Meetings and Minutes. Electronic Writing
- X. Public Relations

Conclusion

Course Requirements and Computation of Final Grade

Short writing assignments (4)	40
Journal notes	10
Extended paper	40
In-class presentations	<u>10</u>
TOTAL:	100

Grading System

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
I	Incomplete
W	Withdrawal

A paper will be reduced by one letter grade for each session that the paper is late. A grade of “Incomplete” is changed if the student makes up the deficiency by midterm of the next regular term; otherwise, it becomes an “F.” The grade of “Incomplete” is given only if the circumstances beyond the student’s control prevented completion of work during the semester enrolled and if attendance requirements had been met.

Requirements and Expectations

Schedule of Assignment

To meet the outcomes of this course, the following assignments will be completed.

READING ASSIGNMENTS Each student will read all designated chapters within the text.

WRITING ASSIGNMENTS Each student will complete the following: four (4) writing assignments; one (1) extended paper; and Journal notes.

NOTE

This course syllabus is not a contract. Changes may be made during the semester. If such changes are to occur, they will be discussed in class and presented to the students.

A:T.ENGL4314.ContemporaryUsage.SYL.Mail