Winter 2015 COM 32
Professional English for Non-Native Speakers Series: Writing in English

INSTRUCTOR: Ken Romeo, PhD, Stanford Language Center
TIME: Wednesdays 7:00-8:50 pm

Course Organization
There will be 3 distinct tracks which proceed through the quarter, sometimes overlapping:

- Sentences: Vocabulary and grammar (using the textbook as a reference)
- Paragraphs: Structure and organization (in-class exercises using the Purdue OWL http://owl.english.purdue.edu/owl/)
- Documents: Format and conventions (see Assignments below)

Assignments (due at 7pm on the date listed)
- Weekly words: Each week, please submit an interesting word or phrase with an example sentence to that week’s Forum on the website.
- Writing: All submissions should be made to the appropriate assignment on the website by 7PM on the due date. Please use Microsoft Word (.doc or .docx), single- spaced with one inch margins. You will receive written feedback in Microsoft Word’s reviewing functions for each submission. This feedback on first drafts will usually be of a general nature, not fixing problems for you, but rather encouraging you to think about how to fix them yourself.
  - Email request (100-200 words): due Week 2
  - Complaint letter (300-400 words): first draft due Week 4, final draft due Week 6
  - Final Project (500-600 words): first draft due Week 8, final draft due Week 10

In-class work
Please bring the textbook, as well as paper and writing instruments (pen or pencil) to class each week. You are also welcome to bring paper or electronic dictionaries, as well as tablet or laptop computers, however, there will not be any exercises which require them. There will be some sort of in-class writing or other written exercise almost every week, but these will be done on paper, without the aid of online resources or electronic or paper dictionaries.

Requirements and Grading:
Students taking the course for a letter grade (and those wanting to get the most out of it) should:

- Attend all meetings
- Submit a word or phrase each week
- Prepare and submit all assignments
- Conscientiously review the feedback on in-class and online assignments

All assignments will be graded on a submitted / not submitted basis. Due to the large number of students in the class, late assignments will be counted as not submitted. The final grade will be calculated according to the following percentages:

- Attendance 30%
- Weekly Words 20%
- Writing assignments 50%

Within each category, each assignment has an equal weight. For example, the first draft of an assignment carries the same weight as the final draft. A passing grade 70% submitted / present.

The Nature of the Course:
There is, unfortunately, no way to regulate the level of proficiency of the students who sign up for this course. Also, the Continuing Studies Program office sets this class at a 15 student minimum 22 student maximum. As a result, there is always considerably more diversity, and a much larger number of
students than many ESL classes. However, as a teacher, I have to design my course to meet the needs of ALL of the students – not just as many as possible. Therefore, each student should understand that this course will not focus on his or her needs all of the time.

**Privacy:**
The text of ANY and ALL assignments may be the source of anonymous in-class examples, discussion, and exercises.