Course Title: Writing in English
Series Title: Professional English for Non-Native Speakers
Course Code: COM 32
Instructor: Kristopher Geda

Course Summary:

Course Organization
We will have 3 separate foci during this quarter, which often interact with one another:

- Sentence-level: vocabulary and grammar (using the textbook as a reference)
- Paragraph-level: structure and organization (in-class exercises using the Purdue OWL http://owl.english.purdue.edu/owl/)
- Document-level: 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.

*Please see course page for full description and additional details.*

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St., Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650
Grade Options and Requirements:

- No Grade Requested (NGR)
  - This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.
- Credit/No Credit (CR/NC)
  - Score will be determined by student attendance and participation.
- Letter Grade (A, B, C, D, No Pass)
  - Written work, as assigned by the instructor, will determine a student’s grade.

Students taking the course for a 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 equal weight. For example, the first draft of an assignment carries the same weight as the final draft. A passing grade is 70% submitted / present.

*Please Note: If you require proof that you completed a Continuing Studies course for any reason (for example, employer reimbursement), you must choose either the Letter Grade or Credit/No Credit option. Courses taken for NGR will not appear on official transcripts or grade reports.*

Tentative Weekly Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Due</th>
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<tbody>
<tr>
<td>1</td>
<td>Introductions</td>
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<td>Email Basics</td>
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<td>2</td>
<td>Paragraphs</td>
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<td></td>
<td><em>do vs. make</em></td>
<td>E-mail request</td>
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<td>3</td>
<td>Articles</td>
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<td></td>
<td>Transitions</td>
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<td></td>
<td>Well-formed sentences</td>
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<tr>
<td>4</td>
<td>Levels of Abstraction</td>
<td>1st draft: complaint letter</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Week</th>
<th>Topics</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>Coherence and cohesion, <em>if</em>, Feedback and Catch-up, Paraphrasing, Summarizing</td>
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<tr>
<td>6</td>
<td><em>if</em> <em>that</em> Active/Passive voice</td>
<td>final draft: complaint letter</td>
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<td>7</td>
<td>Past simple vs. past perfect, Gender-neutral <em>he/his/him</em> Active/Passive voice</td>
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<td>8</td>
<td><em>get</em> Participles/two-part verbs</td>
<td>1st draft: final project</td>
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<td>9</td>
<td>Discourse markers, Hedging</td>
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<tr>
<td>10</td>
<td>Order and time, Infinitive and gerunds, Idioms in context, Review</td>
<td>final draft: final project</td>
</tr>
</tbody>
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**Privacy**
The text of ANY and ALL assignments may be the source of anonymous in-class examples, discussion, and exercises.