Course Title: Writing in English
Course Code: COM 32
Instructor: Ken Romeo, PhD

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)
  - All assignments will be graded on a submitted / not submitted basis. The final grade will be calculated according to the following percentages:
    - Attendance 30%
    - Weekly Words 20%
    - Writing assignments 50%
  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:

Weekly Assignment:
Vocabulary / sentence submission

Week 1:
Course overview
In-class writing

Week 2:
Email assignment due
Paragraphs

Week 3:
Articles, transitions

Week 4:
Letter draft assignment due

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St., Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650
Sentence length

Week 5:
Paraphrasing, summarizing

Week 6:
Letter final assignment due
Conditionals and perfect tenses

Week 7:
Passives, control verbs

Week 8:
Final project draft assignment due
Prepositions, participles

Week 9:
Adverbs, hedging

Week 10:
Final project assignment due
Discourse markers, idioms