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

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.
- Letter Grade (A, B, C, D, No Pass)
  - All assignments will be graded on a completed / not completed basis
    - Weekly editing exercises 10%
    - Weekly reading quizzes 10%
    - Weekly words and phrases 20%
    - Occasional timed writing samples 20%
    - (Five) Main homework assignments 40%
- Credit/No Credit (CR/NC)
  - A passing grade (for "Credit") = at least 70% submitted

*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:

Week 1  
Class introductions  
Salutations and politeness

Week 2  
Request email homework due  
Paragraphs

Week 3  
Articles  
Transitions

Week 4  
Complaint letter draft homework due  
Sentence length: conciseness vs primer language

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St. Stanford, CA 94305  
continuingstudies@stanford.edu  
650-725-2650
Week 5
Paraphrasing and summarizing

Week 6
Complaint letter final version homework due
Conditionals

Week 7
That: Modification by clauses

Week 8
Final project draft homework due
Passive voice

Week 9
Hedging and qualifications

Week 10
Final project final version homework due
Cleft sentences