Course Title: Writing in English  
Course Code: COM 32 W (online course)  
Instructor: Ken Romeo

Course Summary:
This online writing course is geared toward advanced nonnative speakers of English who have significant experience with the language. It will focus on helping students understand and practice the types of writing needed for most professions, from more formal texts such as proposals and project reports to more informal but still essential communications such as letters and emails. Emphasis will be placed on vocabulary choice, sentence structure, and paragraph organization. Coursework will include collaborative vocabulary exercises, sentence-level problem sets, short and long passage editing, as well as longer document homework assignments chosen by the student. Students will receive instructor and peer feedback throughout the course.

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

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

Please contact the Stanford Continuing Studies office with any questions
365 Lasuen St. Stanford, CA 94305
continuingstudies@stanford.edu
650-725-2650
Week 2
Request email homework due
Paragraphs

Week 3
Articles
Transitions

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

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