Course Title: Writing in English
Course Code: COM 32 W
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:
• Letter Grade (A, B, C, D, No Pass)
  o All assignments will be graded on a completed / not completed basis
    ▪ Weekly editing exercises 10%
    ▪ Weekly reading quizzes 10%
    ▪ Weekly words and phrases 10%
    ▪ Occasional timed writing samples 20%
    ▪ (Five) Main homework assignments 50%
• Credit/No Credit (CR/NC)
  o A passing grade (for "Credit") = at least 70% submitted
• No Grade Requested (NGR)
  o This is the default option. No work will be required; no credit shall be received; no proof of attendance can be provided.

*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.

Please contact the Stanford Continuing Studies office with any questions
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continuingstudies@stanford.edu
650-725-2650
Tentative Weekly Outline:

Week 1
Class introductions
Salutations and politeness

Week 2
Request email homework due
Paragraphs

Week 3
Articles
Letters

Week 4
Complaint letter draft homework due
Coherence and transitions

Week 5
Sentence Length: Finding Just Right

Week 6
Complaint letter final version homework due
Paraphrase and summary

Week 7
Conditionals

Week 8
Final project draft homework due
Modification by clause: Catenative verbs

Week 9
Hedging and qualifications
Passive voice

Week 10
Final project final version homework due
Hedging