Course Title: Professional English for Non-Native Speakers: Writing in English
Course Code: COM 32 W
Instructor: Ken Romeo

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.

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