

English 2500, Grammar and Style Syllabus

Lisa Bickmore, Instructor

Office: AD 238A

Hours: TR 11 a.m.-1 p.m.

Other hours by appt.

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Required Texts:

Kolln, Martha and Loretta Gray, *Rhetorical Grammar: Grammatical Choices, Rhetorical Effects*. 6e. Boston: Longman, 2010.

Williams, Joseph and Gregory Colomb, *Style: Lessons in Clarity and Grace*. 10e. Boston: Longman, 2010.

Useful Websites:

Burton, Gideon. "The Forest of Rhetoric: Silva Rhetoricae." August 23, 2010.

<http://rhetoric.byu.edu/>

Colorado University Publications. University of Colorado at Boulder. "Style Guide: Proofreader's and Editor's Symbols." August 23, 2010.

<http://www.colorado.edu/Publications/styleguide/symbols.html>

Office of Creative Services. Indiana University. "Indiana University Style Guide: Guide to Hard-Copy Editing." August 23, 2010.

<http://creativeservices.iu.edu/resources/guide/marks.shtml>

Course Outcomes:

At the conclusion of English 2500, students will be able to:

1. Recognize a variety of sentence structures, stylistic devices, and syntactical manipulations that will make them strong editors.
2. Recognize and employ classical rhetorical devices.
3. Effectively edit their own prose and the prose of others.
4. Understand writing from a reader's perspective.
5. Effectively edit at the level of the sentence, the paragraph, and longer discourse.
6. Use standard editing and proofreading practices.

Course Activities:

In this course, we'll work with the nuts and bolts of sentence construction, analyzing and taking apart all kinds of sentences in order to understand how various types of sentences are put together, and what kinds of effects a writer can create for a reader. We'll also consider how sentences come together in paragraphs and longer discourses, extending and developing the effects that writers design for readers. You'll learn how to edit prose, using the techniques professional editors use. You'll have the opportunity to edit many different kinds of prose, and you'll put together a portfolio of your editorial work. Finally, you'll become a more reflective practitioner of language, able to consider many options in constructing prose that will be effective for readers.

The work you'll do in the course includes the following:

- *Regular exercise work*, focusing on editing at the sentence, paragraph, and whole discourse levels.
- *Practical examinations* at the midterm and at the end of the course, in which you will apply your stylistic and editing knowledge on a sample.
- *Editing assignment*, in which you will take a piece of writing written by someone else and edit it. You will also write a meta-commentary about the editing decisions you made and to what effect.
- *Editing assignment*, in which you will take a piece of your own writing and edit it. Again, you will write a meta-commentary about the editing decisions you made and to what effect.
- *Discourse Analysis*, for which you will find a sample of professional writing that's considered an excellent sample and write a discourse analysis. Alternatively, you may find a published piece of writing in your major field of study, conduct an interview with the writer, and analyze the discourse of the piece.
- *Editing for a client or partner*: You will work collaboratively to find a writing project from a client or partner in order to do practical editing.
- *You will produce a portfolio* of your stylistic and editing work, along with reflective meta-commentary. The portfolio will be the culminating project of the class and will constitute a significant portion of your grades.

ADA Statement:

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. Students with disabilities needing accommodations should contact the Disability Resource Center (DRC) in SC 244, 957-4659 (voice) or 957-4646 (TTY).

Grading Breakdown:

Exercise work	10%
Editing assignment #1	10%
Editing assignment #2	10%
Discourse Analysis	15%
Editing for a client/partner	15%
Midterm Practical Examination	10%
Final Practical Examination	10%
Portfolio	20%

I will give you detailed assignment sheets for each of the above on the “Intro to [Assignment]” days of class, as indicated on the schedule below. Each assignment sheet will also include a description of what features I will be looking for as I evaluate your work.

Schedule of Topics, Readings, Activities, and Assignments

Week	Topic	Read for class	Activity	Assignments
Aug. 25			Introduction to course	
Aug. 31	•Style vs. correctness	Williams chs. 1 & 2		Intro to Editing Assignment #1
Sept. 2	•Words, phrases, sentences	Kolln chs. 1&2	Exercises	
Sept. 7	•Verbs/actions •Editing hard-copy	Kolln ch. 3	Exercises	
Sept. 9	•Verbs/actions •Editing hard-copy and online	Williams ch. 3	Exercises, Draft workshop	Draft, Editing Assignment #1
Sept. 14	•Coordination/subordination	Kolln ch. 4	Exercises	
Sept. 16	•Characters	Williams ch. 4	Exercises	Editing Assignment #1 due.
Sept. 21	•Cohesion	Kolln ch. 5	Exercises	Intro to Editing Assignment #2
Sept. 23	•Cohesion/coherence	Williams. Ch. 5	Exercises	
Sept. 28	•Sentence rhythm	Kolln ch. 6	Exercises	
Sept. 30		Fall break—no class		
Oct. 5	•Emphasis •Classical Rhetorical Devices	Williams ch. 6	Exercises, Draft workshop	Draft, Editing Assignment #2
Oct. 7	•Writer's voice •Classical Rhetorical Devices	Kolln ch. 7	Exercises	
Oct. 12	•Concision	Williams. ch. 7	Exercises	Editing Assignment #2 due. Intro to Discourse Analysis Assignment
Oct. 14	•Adverbials	Kolln ch. 8	Exercises	
Oct. 19	•Shape	Williams ch. 8	Exercises	
Oct. 21	•Adjectivals	Kolln ch. 9	Exercises, Draft workshop	Draft, Discourse Analysis

				assignment
Oct. 26		Midterm practical examination		
Oct. 28		Midterm consultations		Discourse Analysis assignment due.
Nov. 2	<ul style="list-style-type: none"> •Elegance •Classical Rhetorical Devices 	Williams ch. 9	Exercises	Intro to Editing for a Client or Partner assignment
Nov. 4	<ul style="list-style-type: none"> •Nominals 	Kolln ch. 10	Exercises	
Nov. 9	<ul style="list-style-type: none"> •Stylistic Variations •Classical Rhetorical Devices 	Kolln ch. 11	Exercises	
Nov. 11	<ul style="list-style-type: none"> •Motivating coherence 	Williams ch.10	Exercises	
Nov. 16	<ul style="list-style-type: none"> •Global coherence 	Williams ch. 11	Exercises	
Nov. 18	<ul style="list-style-type: none"> •Words & word classes 	Kolln. Ch. 12	Exercises	
Nov. 23	<ul style="list-style-type: none"> •Punctuation 	Kolln ch. 13	Exercises, Draft workshop	Draft, Editing for Client or Partner assignment
Nov. 25		Thanksgiving		
Nov. 30	<ul style="list-style-type: none"> •Punctuation 	Williams App. 1	Exercises	
Dec. 2	<ul style="list-style-type: none"> •Ethics 	Williams ch. 12	Exercises	
Dec. 7		Portfolio consultations		
Dec. 9		Portfolio consultations		
Dec. 16 1:30- 3:30 p.m.		Final practical examination		Final portfolio due.

