Basic Writing: Journals and Letters

Spring 2013 Syllabus
Section A035.004
Tuesdays and Thursdays
10:10 – 11:00
Conference Room

Instructors and Emails:
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Course Description:

In this course, students will review the skills needed to carry out the processes that underlie effective writing. To further enhance written communication, students will build upon their previous writing skills as they become familiar with the techniques of two new styles of writing: letters and journals. Through journal writing, students will develop their ability to respond to and focus their writing to a given prompt. Additionally, students will be exposed to letter-writing as effective communication for both personal and professional use. Distinctions between these categories will be discussed, as well as appropriate form, topic, and presentation for the various letter styles. Students will practice composing and proofreading different types of letters including thank-you notes, persuasive letters, and letters of inquiry. Additionally, students will learn different ways to use journals to collect important foci from their lives. Students will experiment with different types of entries that could be put in a journal such as lists, memories, and inspirational writing. Throughout the course, students will be given the information and skills necessary to independently complete writing tasks as they pertain to letters and journals.

Course Objectives:

Students will:

- Practice and improve handwriting skills
- Know the functions of and how to use punctuation marks
- Practice the use of complete sentences
- Learn the various types of letters and their purposes
- Be able to construct a proper letter and journal entry
Required Materials:

Students will need to bring the following materials with them everyday:

- Flashdrive
- Binder
- Paper and pen/pencil

Assessment:

<table>
<thead>
<tr>
<th></th>
<th>Unsatisfactory (1)</th>
<th>Satisfactory (3)</th>
<th>Excellent (5)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Rarely has necessary materials</td>
<td>Usually has necessary materials</td>
<td>Consistently has necessary materials</td>
<td></td>
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<tr>
<td>Use of Skills</td>
<td>Rarely practices skills learned in class</td>
<td>Usually practices skills learned in class</td>
<td>Consistently practices skills learned in class</td>
<td></td>
</tr>
<tr>
<td>Engagement (offers opinions/ ideas on various topics)</td>
<td>Rarely actively engaged in class</td>
<td>Usually actively engaged in class</td>
<td>Consistently actively engaged in class</td>
<td></td>
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<tr>
<td>Work Completion</td>
<td>Rarely completes work</td>
<td>Usually completes work</td>
<td>Consistently completes work</td>
<td></td>
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</tbody>
</table>

Grading Scale: 15-20 points = A  10-14 points = B  6-9 points = C  0-5= F

Honor and Code of Conduct:

Students at GMU take the Honor Code and Code of Conduct very seriously. Students in the GMU LIFE Program pledge to follow all the rules for student conduct and responsibility, and pledge to represent their program and university well as defined by the university websites for the honor code and code of conduct.

Honor Code:

http://www.gmu.edu/catalog/apolicies/#TOC_H12

Code of Conduct:

http://www.gmu.edu/facstaff/policy/newpolicy/