

## Master Syllabus

### ENG 1199 - Textual Editing

**Division:** Liberal Arts, Communication and Social Sciences

**Department:** English

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Prerequisite(s):** DEV 0035

**Date Revised:** May 2016

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### Course Description:

Strategies to achieve a clear, concise, cohesive and emphatic writing style; sentence structure; contemporary grammar and usage.

### General Education Outcomes:

- Oral Communication Competency
- Written Communication Competency
- Critical Thinking/Problem Solving Competency
- Values/Citizenship/Community Competency
- Computer Literacy Competency
- Information Literacy Competency

### Course Outcomes:

#### Document Production and Audience Awareness

Produce documents for particular audiences within a variety of contexts.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Grade of 70% or higher based on the English Department's Grading Standards for Essays

#### Sentence Revision

Revise sentences for clarity, conciseness, cohesiveness, and emphasis.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Grade of 70% or higher based on the English Department's Grading Standards for Essays

#### Sentence Variety

Use a variety of written English sentence patterns.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

Grade of 70% or higher based on the English Department's Grading Standards for Essays

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Grade of 70% or higher based on the English Department's Grading Standards for Essays

#### Editing Ability

Edit and proofread for standard grammar, punctuation, and usage.

**Assessment Method:** Performance appraisals

**Performance Criteria:**

Grade of 70% or higher based on the English Department's Grading Standards for Essays

### Outline:

Sentence structure and patterns  
Audience analysis, word choice, and inclusive language  
Punctuation  
Spelling  
Number style  
Proofreading strategies  
Conciseness  
Active/passive voice  
Editing existing and self-created documents  
Polished writing construction/style variety/patterns  
Self-assessment