Sinclair Community College
444 E. Third St.
Dayton, OH 45402

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): ENG 1101

Date Revised: April 2013

Course Description:

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

General Education Outcomes:

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

Course Outcomes:

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

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

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