

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

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