

**Workshop in Essay Writing  
ENG 1100 G  
Fall 2017**

**Lecture: Fridays 5:30pm / Workshops: Fridays 7:00pm**  
Lecture: Simard 425 / Workshop 1: Simard 226 / Workshop 2: Simard 227

Instructor: Paul Graves  
Office: Arts 322  
Office Hours: By Appointment  
E-mail: paul.graves@uottawa.ca

**Course Description**

This course is designed to equip students with the skills and information needed for writing successful academic essays. Through exercises and instruction in essay preparation, organization, documentation, critical reading, grammar, and punctuation, students will be given the information required to write logical and coherent prose from a critical perspective.

**Recommended Textbooks**

While no texts are *required*, I strongly recommend that you buy a good grammar and composition guide, like one of the following:

Buckley, Joanne.  
*Checkmate Pocket Guide 4<sup>th</sup> Ed.*  
ISBN: 9780176584023

Bullock, Richard, Michal Brody, and Francine Weinberg.  
*The Little Seagull Handbook 3<sup>rd</sup> Ed.*  
ISBN: 9780393602630

**Breakdown of marks**

Argumentative Essay (750-1000)	10%
Comparison/Contrast Essay (1000-1250)	20%
Research Essay (1500-2000)	30%
Exam	30%
Quizzes	10%

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☎ 613-562-5764  
☎ 1-877-868-8292 (5764)  
☎ 613-562-5990  
🌐 www.uOttawa.ca  
📍 70 Laurier E.  
Ottawa ON  
K1N 6N5 Canada

## **Classroom Conduct**

I ask that all cellphones be set to vibrate or turned off. If you need to use your cellphone (e.g. to take a call or text), please leave the classroom to avoid disturbing your fellow classmates. Laptops are permitted, but please use them towards the business at hand (e.g. note-taking, accessing the readings, etc.). Please do not interrupt anyone when they are speaking. I welcome and encourage classroom discussion, but please participate respectfully.

## **Late Policy**

All assignments are due at the *beginning* of class; those submitted after the start of class will be considered one day late. Late assignments will be penalized 2% per day. Any assignment more than one week late will receive a mark of zero. All assignments *must* be submitted in printed form; emailed assignments will not be accepted (although arrangements can be made ahead of time to show your essay via email to timestamp its completion, but your workshop leader must agree to this arrangement, and the printed essay must still be submitted at the first opportunity). Extensions will only be granted in exceptional circumstances. No quizzes can be completed outside of their allotted time during the discussion group session.

## **Academic Integrity**

When students submit assignments in this course, they will submit original work. Academic fraud – which includes using improper or false bibliographical information, presenting someone else’s work as your own, and submitting the same assignment for more than one class – is a serious offence and will be treated accordingly. The minimum penalty for academic fraud is a grade of zero, and I may submit problem assignments to the Faculty without prior notice to you, so please ensure you understand what academic fraud is and how you may avoid committing it. I recommend you consult the Department of English Style Guide to this end. You may also wish to refer to the brochure “Says Who? Integrity in Writing: Avoiding Plagiarism,” which is available at [https://arts.uottawa.ca/sites/arts.uottawa.ca/files/plagiarism\\_2012.pdf](https://arts.uottawa.ca/sites/arts.uottawa.ca/files/plagiarism_2012.pdf) Please contact me directly with any questions or concerns you have about avoiding plagiarism.

## **The Writing Centre**

If your workshop leader indicates that you should see a writing tutor, you should make an appointment with the Writing Centre. Please note that the tutors will not edit or proofread your essay, but they will offer suggestions for improvement and will work with you on specific problems.

The Writing Centre  
MRT 0036  
E-mail: [writcent@uottawa.ca](mailto:writcent@uottawa.ca)  
Web: <http://arts.uottawa.ca/writingcentre/en>

## Assignments

More thorough information on each of the assignments will be posted online and discussed during class. Below is a brief explanation of each of the assignments for this semester.

1. ***Diagnostic Writing Sample (During First Class)***: You will produce a diagnostic writing sample during the first class. Its purpose is to give your workshop leader a general understanding of your initial writing ability.
2. ***Argumentative Essay (Due September 29<sup>th</sup>)***: This essay will exercise your organizational and argumentative skills. The details of this assignment will be posted on Virtual Campus.
3. ***Comparison/Contrast Essay (Due November 3<sup>rd</sup>)***: This essay will exercise your critical reading skills through your comparison of two different argumentative essays on the same topic. The details will be posted on Virtual Campus.
4. ***Research Essay (Due December 1<sup>st</sup>)***: This essay will require you to engage in scholarly research to support your argument, and as the longest of the three essays, it will exercise your ability to organize and coherently present a larger amount of information. The details will be posted on Virtual Campus.
5. ***Final Exam (TBA)***: The final exam will require you to analyze and write argumentatively about an essay presented during the exam. Further details about this exam will be offered in the final lecture.
6. ***Quizzes (During Discussion Groups)***: Each week in the workshop, we will be conducting a quiz on the grammar principles covered in the lecture of the preceding class. Each will be worth 1% for a total of 10%. If you are absent for a quiz, you will not be able to make it up.

## Course Schedule

### September 8<sup>th</sup>:

#### Lecture:

- Introduction to the Course
- Parallelism
- *Diagnostic Test*

#### Discussion Group:

- Introductions
- Reading #1 (On Virtual Campus)

### September 15<sup>th</sup>:

#### Lecture:

- Constructing a thesis and outline
- Active and Passive Voice

#### Discussion Group:

- Quiz 1: Parallelism
- Exercise: Thesis Statement Development

### September 22<sup>nd</sup>:

#### Lecture:

- Introductory Paragraphs
- Parts of Sentences

#### Discussion Group:

- Quiz 2: Active and Passive Voice
- Exercise: Introductory Paragraph Development

### September 29<sup>th</sup>:

#### Lecture:

- Body Paragraphs and Conclusions
- Phrases

#### Discussion Group:

- Quiz 3: Parts of Sentences
- Reading #2 (On Virtual Campus)
- *Argumentative Essay Due*

### October 6<sup>th</sup>:

#### Lecture:

- Comparison and Contrast
- Subordinate Clauses
- Sentence Types

#### Discussion Group:

- Quiz 4: Phrases
- Readings #3 and #4 (On Virtual Campus)

### October 13<sup>th</sup>:

#### Lecture:

- Cause and Effect
- Commas

#### Discussion Group:

- Quiz 5: Subordinate Clauses and Sentence Types
- Reading #5 (On Virtual Campus)

**October 20<sup>th</sup>:**

**Lecture:**

- Using Quotations
- Semicolons and Colons

**Discussion Group:**

- Quiz 6: Commas
- Reading #6 (On Virtual Campus)

—READING WEEK—

**November 3<sup>rd</sup>:**

**Lecture:**

- Finding Sources & Accessing Library Resources
- Apostrophes

**Discussion Group:**

- Quiz 7: Semicolons and Colons
- Reading #7 (On Virtual Campus)
- *Comparison/Contrast Essay Due*

**November 10<sup>th</sup>:**

**Lecture:**

- Working with and Evaluating Sources
- Subject-Verb Agreement

**Discussion Group:**

- Quiz 8: Apostrophes
- Reading #8 (On Virtual Campus)

**November 17<sup>th</sup>:**

**Lecture:**

- Proper Documentation (MLA & APA)
- Pronoun-Antecedent Agreement

**Discussion Group:**

- Quiz 9: Subject-Verb Agreement
- Exercise: Documentation

**November 24<sup>th</sup>:**

**Lecture:**

- Editing and Revising

**Discussion Group:**

- Quiz 10: Pronoun-Antecedent Agreement
- Exercise: Peer-Editing

**December 1<sup>st</sup>:**

**Lecture:**

- Exam Review & Discussion
- *Research Essay Due*