



ENGLISH 125 DUAL CREDIT COURSE

Instructor: Mrs. Shanenko

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Required Course Materials:

Our course texts are Markel & Selber's *Technical Communication*, 12th edition (ISBN 1319058612) and O'Conner's *Woe Is I: The Grammarphobe's Guide to Better English in Plain English* (ISBN 978-1-57322-331-7). Both texts will be provided for you to use; however, if you'd like to purchase your own copies to annotate, you may. We'll also be borrowing some British literature from regular English 12.

Required Documentation Format: APA

Course Overview:

English 125 explores the kinds of thinking and writing one must use in business and technical fields. You will consider analysis in its descriptive and evaluative forms and exercise this kind of thinking while writing memos, proposals, newsletters, and reports. You will practice using headings, bullets, and other formatting devices to improve readability and practice presenting visual material (pictures, tables, charts, graphs, and diagrams) correctly. You will continue to develop your skills as a researcher, in the library, online, and in the community. The documents you create in this course will require clarity, conciseness, and attention to rhetorical effect. Rewriting will be frequent.

You will also get the chance to read three classic works from British literature: *Beowulf*, *The Canterbury Tales*, and *1984*. These are the titles your peers are reading this semester in regular English 12 (plus many more).

Vocabulary? I am not sure we have time to add this in a formal, assigned way. Let's get creative with adding it a different way that doesn't increase your workload...I have an idea.

Typical Week:

Mondays – *Woe Is I* Chapter Assigned; **Discuss Textbook Chapters**; Begin New Writing Project

Wednesdays – Discuss *Woe Is I* Chapter; **Present Draft for Feedback**

Fridays – **Woe Is I Quiz; Writing Project Due by Bell**; Read New Textbook Chapters for Monday

Course Policies:

1. English 125 relies on a writing workshop/discussion format. Be ready to comment on your own writing and classmates' writing weekly.
2. Late assignments will be penalized one letter grade each class meeting.
3. You can expect feedback and/or grades from me within one week of assignment submission.
4. Plagiarized material will be dealt with according to the policies in VCHS's and/or VCSU's student handbook. Be sure to cite (using APA format) any sources you use in completing your assignments.

Grades:

Grades will be calculated following VCHS's grading scale:

92-100 A	84-91 B	75-83 C	65-74 D	64 and below E
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- Quarter grades will be based on total points for the quarter.
- Each quarter will be weighted at 42.5% of the final grade.
- The final project (recommendation report plus interview) will be weighted at 15% of the semester.

Student Support Services & Policies:

For a listing of Student Support Services, such as Help Desk, Library, Learning Center, and Disability Support Services, and Policies, such as Academic Integrity and Add/Drop, view VCSU's [Student Services and Resources](#) or see Ms. Tottingham.