Grammar and Editing for Academic Writing

Course Syllabus_sample

REQUIRED MATERIALS:

2. Paper, pencils; a set of colored pens or highlighters for editing assignments
3. A designated folder or binder in which to keep course assignments and handouts organized

**Course Overview:** This course is designed for students at an advanced level to build on and refine their use of grammar in academic writing. The focus of this class will be to recognize individual strengths and weaknesses in writing and learn to edit appropriately for academic college writing.

**STUDENT LEARNING OUTCOMES:**

By the end of the term students will be able to:

1. Identify their most frequent grammar and sentence structure errors in their writing and demonstrate ability to identify, analyze, and minimize these errors through self-editing
2. Demonstrate variety and complexity of sentence structure in their writing through phrases, clauses, and connectors for more effective communication of ideas
3. Demonstrate knowledge of specific grammar points through editing tasks and other grammar identification activities
4. Demonstrate appropriate use of verb tenses in writing assignments with emphasis on the most commonly used verbs in academic writing (simple present and simple past)
5. Demonstrate appropriate use of active and passive voice in academic writing
6. Demonstrate appropriate use of articles, prepositions, determiners, hedging devices, and collocations to academic writing

**Grammar Points**

A. Refine control in writing as needed:
   1. Verb tense consistency and shifts in tense
   2. Articles
   3. Prepositions
   4. Phrases and clauses in complex sentences
5. Unreal conditionals  
6. Subordination/coordination  
7. Reductions of adjective and adverb clauses  
8. Four basic sentence types – simple, compound, complex, compound-complex

B. Focus for academic writing:  
1. Active/Passive  
2. Verb/Auxiliaries for generalizations, support, and reporting ideas  
3. Integration of sources and appropriate verb use

C. Review/Introduce for recognition and comprehension purposes (TOEFL exams, advanced academic reading materials)  
1. Perfective infinitive and gerunds  
2. Subjunctive in *that clauses* following nouns, verbs, and adjectives  
3. Fronting of structures and inversion

**ASSESSMENT AND GRADING:**

To pass this course, students must be able to demonstrate proficiency at 70% or higher. Grading is measured through grammar exercises and quizzes, writing assignments, editing assignments, and a final exam.

The following categories will help you understand how your grade is calculated and help you to earn the grade you aim for.

<table>
<thead>
<tr>
<th>Grammar Exercises and Quizzes</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>These exercises and quizzes will assess knowledge and application of grammatical concepts covered in class and in the course textbook.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Writing Assignments</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The weekly writing assignments will focus on target grammar and will be used for editing assignments.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Editing Assignments</th>
<th>30%</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The self and peer editing assignments will provide awareness of common grammatical mistakes and give an opportunity to advance academic writing skills.</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Exam</th>
<th>25%</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>The final exam will include target grammar from the term as well writing and editing components.</em></td>
<td></td>
</tr>
</tbody>
</table>