

## **English Composition and Rhetoric 101 – Online Course Syllabus**

### The Purpose of Writing

- Goals – to win a job; win support for a project; get a raise are only a few
- Purpose – to persuade; to inform
- Audience – the individual with the ability or inclination to help you

### The Tools of Writing

- Your mind – ideas and goals + topics and types of documents
- Your computer – the wonders of Word-processing
- Research – Internet, Library, Media, and Personal Communications

### The Process of Writing

- Drafting – the BIG 3
- Editing – Critical Reading and Editors' Marks
- Formatting – Professional, Attractive, easy-of-reading

### The Placement of Writing

- At your place of work
- For publication
- For community activity

## **Course Structure**

### **Greasing the Wheels**

People think and write in different ways. Some people write a piece from beginning to end, while others might start in the middle or first think of an ending. Neither of these writing processes is right or wrong. By experiencing different writing processes you will see that writing is merely a series of steps. The steps you take in your writing process get easier and easier once you learn what works for you. So! Take some steps and try various processes until you discover your personal writing process and style.

The easiest writing is on topics that you KNOW about, have strong OPINIONS or strong FEELINGS about. In this class we will:

Write about Events and People in our lives

Write opening paragraphs “Hooks” to catch a reader’s attention

Write the “Meat and Potatoes” to convey the substance of our ideas

Write the “Door” to learn good closings for all kinds of writing

### **Grades**

Your grade will emerge from the number of points you receive on 5 short writing assignments that will culminate in an Autobiographical Essay – Total points possible = 100