

Written Expression 2

(Písomný prejav 2)

Semester: **Summer 2010**

Level: **Second Year**

Lecturer: **Michael Eliot Dove** dove.michael@fhv.umb.sk

office #018, Tajovského 51, phone extension 4170 (Office Hours: Monday, 13:45 – 15:15)

office #330, Ružová 11, phone extension 5018 (Office Hours: to be announced)

Course Description

This course will provide a survey of various genres of formal writing in English, including travel brochures, instructions, media reviews, formal letters, and curricula vitae (CVs).

Course Requirements

Each student will be required to participate in various in-class activities and complete five out-of-class writing assignments.

Grading Policy and Attendance

I will use the standard A-Fx scale for grading. The following standard correspondences between percentages and letter grades will be used: Fx=0-64%, E=65-72%, D=73-79%, C=80-86%, B=87-93%, and A=94-100%. Attendance is mandatory for this course, though students will be allowed one unexcused absence, after which any additional absences, in lieu of a proper written excuse, will result in a 5% deduction from the student's final grade in the course. Note that **students who miss more than four classes for any reason will fail the course**. Each student's final grade will be calculated as follows:

Travel Brochure	22.5%
Instructions	22.5%
Media Review	22.5%
Complaint Letter	22.5%
CV	10% +
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$100\% - [(\# \text{ of unexcused absences} - 1) \times 5]$	

Requirements for Written Assignments

Out-of-class essays must be:

- **typed** on A4 paper, **double-spaced**, with **2.5-centimeter margins on all sides**,
- using the **12-point Times New Roman font**,
- with **the student's name in the top-right corner of the first page**.
- **Multiple pages must be stapled together**.
- To save paper, **do not include a cover page** and **print double-sided**.

Essays that do not follow these requirements **will not be accepted** and will be penalized for lateness when submitted later. Assignments are not accepted via email unless first arranged with me.

Late Assignments

All assignments are due **at the beginning of class** by the date written on the syllabus. Early and late assignments can be left with Ms. Bírešová or Ms. Murínová, secretaries of the departments on Tajovského 51 and Ružová 11, respectively. Late assignments will be penalized by a 5% grade reduction per weekday that they are late.

Late Presentations

Since it will only be possible to do presentations during class time, those students who do not present on the scheduled date must do so during the next class. Unless these students have had excused absences on the original date, their presentations will suffer a 25% penalty, for they will be five weekdays late.

Missed Tests

Students who have an unexcused absence on the day of a test will receive a 0% grade for that test. Students who have excused absences must arrange a date for a makeup test with me. Failure to do so will result in a 0% grade.

Academic Honesty

Any form of academic dishonesty, such as collaborating on tests or plagiarism (presenting someone else's writing as your own), will result in a **0% grade** on the given assignment or test, with no chance for improvement.

Weekly Schedule	Homework (due the next class)
8/2 Week 1: - introduction	
15/2 Week 2: - translation issues - use of technology	
22/2 Week 3: - descriptions of places - travel brochures	- write travel brochure
1/3 Week 4: - <u>travel brochure due</u> - describing objects	
8/3 Week 5: - describing processes	
15/3 Week 6: - writing instructions	- write instructions
22/3 Week 7: - <u>instructions due</u> - describing narratives	
29/3 Week 8: - media reviews	- write media review
5/4 Week 9: - Easter – no class	- write media review
12/4 Week 10: - <u>media review due</u> - formal letters	
19/4 Week 11: - complaint letters	- write complaint letter
26/4 Week 12: - <u>complaint letter due</u> - writing CVs	- write CVs
3/5 Week 13: - <u>CVs due</u> - course evaluation	- Have a great summer!