

COURSE INFORMATION

COURSE PREFIX/NO: **ENG 175**
COURSE TITLE: **Proofreading and Editing**
LEC HRS/WEEK: 3.0
LAB HRS/WEEK: 0.0
CREDIT HRS/SEMESTER: 3.0

[DL ATTENDANCE/VA STATEMENT:](#)
[TEXTBOOK INFORMATION](#)

Instructor: Staff

Other resources/references:

Companion Website: <http://www.prenhall.com/ellison>
An Interactive Computerized Study Guide (CD-ROM)
The English tutors and the LAC computer lab are also available resources. A college dictionary
Access to the Internet and e-mail, especially for distance learning students

COURSE DESCRIPTION:

This course presents intensive application of advanced proofreading and editing skills, including usage and punctuation.

COURSE COMPETENCIES:

To complete this course successfully, students will be able to

1. Analyze a sentence in order to identify and use correctly the various parts of speech and sentence elements.
2. Proofread sentences and longer passages written by others and correct errors, including those in grammar, usage, syntax, punctuation, capitalization, spelling, and diction.
3. Proofread his or her own writing and correct errors in grammar, usage, syntax, punctuation, capitalization, spelling, and diction.
4. Edit material for organization, unity, coherence, proper use of transitions, variety of sentence structure and proper emphasis or tone.

MINIMAL STANDARDS:

Given an assignment, the students will demonstrate minimal course competencies as set by the department and/or instructor. Assessment and feedback may be in the form of tests, rating sheets or scales, personal conferences, or written notations on the work. A 60% grade average is required for passing; however, any student making below a C should be referred to tutoring and other appropriate resources.

COURSE REQUIREMENTS:

Assignments: This course is divided into six modules. It is expected that the student complete the modules in sequential order. Each module is somewhat cumulative, and students should master one before attempting the next. The modules are based on specific competencies and appropriate text sections as well as handouts and supplementary material. Students will complete the various assignments for each module before taking the modules test. Assignments will require that students complete and proofread their own assignments and proofread and edit passages written by others.

Attendance: **(Regular classroom setting)** Students are responsible for attending all scheduled class meetings and for all material covered and all assignments. Any student who is not in attendance the required 80% of scheduled class time will be withdrawn. Absences are counted from the first scheduled class. Ordinarily, late arrivals or early departures of fewer than 10 minutes constitute a tardy. Three tardies constitute one absence. Late arrivals or early departures of more than 10 minutes may constitute an absence. Class attendance is required on test days. **(Distance Learning)** Students who are enrolled in the course through distance learning must meet all deadlines for submission of work as specified on the course calendar. Distance learning students may, however, work ahead of the calendar on a self-paced schedule as approved by the instructor and may submit work by e-mail or regular mail as agreed up by the instructor. However, students will complete required testing in the Assessment Center or as otherwise arranged by or with the instructor.

Withdrawal from class: A student may withdraw from the class after the add/drop period until midterm and receive a grade of W. After midterm, the student must contact the instructor to have a Request for Withdrawal form completed. A grade of W or WF at the time of withdrawal will be determined by the situation or reason for withdrawal. **For Distance Learning Students:** A withdrawal from class may be initiated if the student does not attend a DL student orientation and contact the instructor during the first two weeks of the term.

Late or missed assignments: Any approved make-up, late or revised work must be completed in a designated time and manner as directed by the instructor. An instructor may choose not to accept late or missed work or may limit the maximum credit allowed.

Academic integrity: Academic integrity includes using another's work without giving credit to the source and cheating of any type. "Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action" (York Technical College Handbook and Catalog).

EVALUATION STRATEGIES/GRADING: All work will be evaluated on correct use of the English language, with emphasis on correct spelling, punctuation, and sentence structure. Students in a regular classroom setting will have a daily grades in the form of checked homework, drill exercises, or unannounced quizzes. Distance learning students will earn daily grades by submitting all work by or before calendar due date and/or by responding to all instructor communications or directions in the manner and on the schedule as requested.

The following grading scale will be used: A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 – 69, and F = below 60

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| Module I | 10% |
| Module II | 10% |
| Module III | 10% |
| Module IV | 10% |
| Module V | 10% |
| Module VI | 10% |
| Midterm | 15% |
| Final | 15% |
| Daily grades | 10% |

ENTRY-LEVEL SKILLS: None

PREREQUISITES: ENG 100

COREQUISITES: None

METHODS OF INSTRUCTION: This course may be in a regular classroom setting or delivered as distance education. The work is divided into six modules. As appropriate the delivery will include lecture, discussion, drill, group work, the use of e-mail, Web sites and the Internet.

COURSE OUTLINE/OBJECTIVES: The course modules cover somewhat cumulative skills and emphasize the following objectives:

Module I

Overview of Business Language and Usage, including dictionary study and nouns

1. Demonstrate use of and entries in a dictionary
2. Apply spelling rules correctly
3. Recognize parts of speech
4. Identify elements of a sentence
5. Distinguish phrases from clauses
6. Form and use the correct plurals of nouns
7. Form and use the correct possessives of nouns
8. Distinguish proper nouns from common nouns and capitalize correctly
9. Proofread and edit in order to eliminate errors in spelling, capitalization, and the use of plural possessives

Module II

Pronouns

1. Identify and use correctly the three cases of personal pronouns
2. Identify the forms of compound personal pronouns and use them correctly
3. Demonstrate the knowledge of which pronouns are always singular and which are always plural
4. Identify antecedents
5. Make pronouns and antecedents agree in number
6. Correct errors in pronoun reference
7. Proofread and edit to eliminate errors in the use of pronouns

Module III

Verbs and Verbals

1. Identify verbs and helping verbs
2. Identify the principle parts of regular and irregular verbs
3. Form tenses correctly
4. Distinguish between transitive and intransitive verbs
5. Identify the mood of a verb
6. Make subjects and verbs agree
7. Avoid shifts in tense or mood
8. Identify gerunds, participles, and infinitives
9. Use verbals correctly
10. Punctuate verbal phrases correctly
11. Avoid dandling and misplaced verbal phrases
12. Proofread and edit to eliminate all errors in the use of verbs and verbals

Module IV

Modifiers (Adjectives, Adverbs, and Prepositions)

1. Distinguish between adjectives and adverbs
2. Form correctly the degrees of adjectives and adverbs
3. Use the correct form of adjectives and adverbs
4. Identify prepositions and distinguish them from other parts of speech
5. Demonstrate proper use of prepositions and special uses with select terms.
6. Proofread and edit to eliminate errors in the use of modifiers

Module V

Conjunctions and Sentence Structures

1. Identify and use correctly coordinate conjunctions
2. Identify and use correctly transitional phrases
3. Identify and use correctly correlatives
4. Punctuate correctly sentence elements that use coordinate conjunctions
5. Recognize and use correctly subordinate conjunctions
6. Punctuate sentence elements that contain a subordinate conjunction
7. Demonstrate proper use of parallel structures
8. Proofread and edit to eliminate errors in the use of conjunctions

Module VI

Punctuation and Sentence Structures

1. Demonstrate the proper use of the comma in the following sentence elements: compound structures, introductory phrases and clauses, and nonrestrictive words, phrases or clauses
2. Distinguish between the proper use of the comma and the semicolon
3. Demonstrate knowledge of sentence structure by proper use of the comma and the semicolon
4. Identify the function of the colon and use it correctly
5. Identify and use quotation marks correctly
6. Identify and use apostrophes correctly
7. Demonstrate proper use of dashes, parentheses, and brackets
8. Use end punctuation correctly
9. Demonstrate ability to revise and edit to avoid misuse of punctuation or awkwardness for the reader.
10. Employ correct and appropriate diction by distinguishing between standard English and slang or jargon