

ENGLISH 52 HYBRID
TeacherTrac (but open to all)
SURVIVAL
Fall 2008

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Office LA-D

Class meets Wednesdays only, plus online work

Room: _____

Ticket #: _____

Turnitin.com class ID: , Turnitin.com password:

Course Description

Welcome to English 52. This is a hybrid class. We will meet on some Wednesdays, with additional weekly work online.

The course is designated as a TeacherTrac course for future teachers, but it is open to all English 52 students. We will be reading and writing about several works of literature. What these texts have in common is the theme of survival. That's an appropriate theme for your college career. I sincerely hope you are inspired by this semester's readings.

Required Texts

1. Easy Writer (Rowling) Bring to every class meeting
2. The Road (McCarthy)
3. The Diary of Anne Frank (Frank)
4. Into Thin Air (Krakauer)
5. Hero (Krakauer) * to be published Oct. 14, 2008
Bring the novel we are discussing to class meetings.

Other Expenses

You may be asked to make copies of your essay drafts for group work. Set aside money for copies. You also will need money to copy source materials for your research paper. There may be some optional field trip expenses.

Attendance Policy

- Discussions, lectures, films, and writing activities are all interrelated.
- Come on time and stay until the class is over. Do not leave class early. Please do not schedule any other appointments (for example: doctors, counselors, jobs) during class time.
- Online work is a vital part of the course. Check due dates!
- Check your email every Wednesday morning before class.

You are subject to being dropped if you are absent for three or more class sessions during the semester (Cerritos College Student Handbook). However, do not assume that you have been dropped. Make an appointment to discuss excessive absences.

Buddy System

You must have a buddy. Exchange phone numbers, schedules, and e-mail addresses. Two buddies are better than one. If your buddy drops the class, get another one promptly. When you come to class, the first thing you should do is to check to see that your buddy or buddies are present. If not, collect all handouts and take notes for them. If you are not going to be in class, contact your buddy or buddies prior to your absence, if you can. Stay in contact with each other. E-mail is an excellent resource for you.

Buddy's Name	Telephone Number	E-mail Address

Papers

You are responsible for two kinds of papers this semester, four essays and fifteen online assignments. All work must be submitted to turnitin.com.

Papers that will be typed, MLA format, three pages minimum

Hand papers in during class time, not as email attachments. Paper topics will be discussed in the classroom. Papers must be done according to MLA standards (see Hacker text). Papers that do not adhere to the correct MLA format will be returned with no credit. You may rewrite papers for credit, but the highest grade on a rewrite is a C.

All papers for this class, including the three essays, the research paper, and the final, must be submitted to turnitin.com. I will explain in class.

- * Until you submit your essay to turnitin.com, your grade for that essay will not be officially recorded for our class. It's very important for you to remember this.

Late Papers

Late papers are bad. You get behind; you feel frustrated; you do not get the feedback you need to make progress. Your professors do not like late papers! However, life happens and imperfections occur. Therefore, here is the generous late paper policy.

- A paper will be considered on time if it is delivered to class on the due date and submitted to turnitin.com on time.

PLEASE NOTE: THE RESEARCH PAPER AND THE FINAL MUST BE HANDED IN TO ME IN CLASS. DO NOT EMAIL THEM AND DO NOT PUT THEM IN MY MAILBOX!

- Attached to this syllabus is one late paper coupon. Once this semester, you can turn in a paper one week after the due date without penalty. Save it for a true emergency!
- If you have already used your late paper coupon, the highest grade you can receive on a late paper is a "C."
- A late final cannot be accepted.

LAST DAY FOR LATE PAPERS: WEDNESDAY DEC. 10TH at the beginning of class

No late work will be accepted in my mailbox, as an email attachment, etc.
Please remember this!

Online Assignments

If this is your first hybrid course, do not worry! We will meet in class, and you will get a good sense of what is expected of you. Online assignments will be detailed separately via email.

Your weekly online assignments are required. They constitute both class attendance and Writing Center work. Plan on devoting a significant amount of time to weekly online work. Do not fall behind!

You must have a working and reliable e-mail account that you can use and check daily. I will often send updates, changes, and other important information to your e-mail address.

If you do not have an email address, you can get a free account at yahoo.com or hotmail.com.

Again - your completed online assignments for our class will be sent to bcwhitson@yahoo.com

Each assignment should be sent in separately with your name and the online assignment number in the subject line. For example:

Jane Doe online 1

Films

You may be required to see films shown in class and take notes on them. Even if you have previously viewed these films, your attendance is required-don't skip class!

Student Concerns

What do I do if I get behind in my assignments?

- Make an appointment with me to discuss catching up.

Will the reading be difficult?

- No, you will be reading texts that are often assigned both in lower grades as well as in college English courses.

What if I don't know how to write about literature?

- Do not worry. I will go step-by-step through the process. If you follow the assignments schedule and stay up on your work, all will be well.

Will there be a lot of homework?

- Yes, expect the usual amount of homework for a college level course. It would be easy to misjudge the amount of time necessary to be a successful student in this course. Each week you will be spending time in class, online, and in the Writing Center. You will also need time for homework. Do not let your own schedule defeat you. I will discuss this in class.

What if I need technical help?

- Go to the Academic Support Center; the excellent staff there will assist you.

How can I get additional support?

- The Writing Center is staffed by professors and tutors who can assist you with your papers. Go to mycerritos to add English 33 in order to gain admission to the Writing Center.
- The Online Writing Lab (OWL) is available to assist you, but you must submit papers well in advance of their due date. This resource may be accessed through the Cerritos College home page.
- The MLA (Modern Language Association) web page is a good online resource.

Grades

Your final grade for the class is based on:

1. An average of all your essay grades.
2. Your participation in class. Participation includes being prepared for class discussions, group work, attendance, and completion of all assignments.
3. Quizzes and miscellaneous work. Quizzes cannot be made up, but your lowest quiz score will be dropped.
4. Completion of all online assignments.

5. Writing Center work (included in the online assignments).
6. Extra credit (optional, but helpful!)

Essay Grading Guidelines

A Paper:

- Has a clear thesis.
- An arrangement of ideas is logical and orderly.
- Major points are developed with precise and specific detail.
- Has definite introduction, body, and conclusion.
- Is well connected with transitional words and ideas.
- Phrasing is smooth.
- Sentences are varied in length and construction.
- Does not have comma splices or run-ons.
- No accidental fragments; fragment which serve stylistic purpose are okay.
- Is most free of punctuation errors.
- Is actually interesting! Uses humor, irony, or other stylistic devices when appropriate. A sense of the writer is present.

B Paper:

- Thesis is easy to find.
- Organization is clear.
- Support is good.
- Has a definite introduction, body and conclusion.
- Transitional words and ideas are evident, but may be too obvious.
- Phrasing is generally smooth.
- Very few comma splices or run-ons.
- Not marked by accidental fragments.
- May have minor punctuation errors.
- Makes some good points! Shows evidence of thinking.

C Paper:

- Thesis may be obviously stated or may be too hidden.
- Paper lacks some organization.
- Some paragraphs and ideas are not adequately developed.
- Has definite introduction, body and conclusion.
- Lacking in sufficient transitional words and ideas.
- Sentences lack variety in length and construction.
- Has a few comma splices or run-ons.

- May have a few accidental fragments.
- May have errors in punctuation.
- Isn't altogether boring!

D Paper:

- Thesis is unclear.
- Ideas are randomly scattered throughout essay.
- Supporting details are missing or too slim.
- Lack of organization.
- Transitions not clear.
- Awkward phrasing.
- Monotonous sentences.
- Errors in word choice.
- Punctuation errors all over the place.
- Hard to read!

As you can see, the technical details are important. But so is content. Strive for your own personal voice.

Often students think a teacher grades a paper simply on subjective bias. But pay attention to the essay grading guidelines for standards that you can strive for, objective standards that will improve both your writing and your grade.

Your essays will be graded considering all the elements listed. Just keep improving! One effective way to do this is to ask me whenever you have questions about the corrections on your essay. You can do this either in class or online. I check email night and day, and I promise to get back to you quickly.

A special note about how I grade essays:

I read your essays very carefully, and I do note the strengths and weaknesses as I read. Essays are graded holistically; this means that only some, not all, of the errors/problems are actually marked. You may only see a few corrections and then a grade, but remember that not every error marked. I will be very happy to sit down with you and go over your paper with you. Just make an appointment with me and we can work together to help you improve!

Points for Assignments

Writing Center/Online assignments (15 assignments, 20 points each) Online assignments will be emailed to you each week. You will send your responses to bcwhitson@yahoo.com

Points Possible

300

Quizzes

Quizzes will be emailed to you.

- *The Road* 20
- *Into Thin Air* 20
- *The Diary of Anne Frank* 20
- *Hero* 20

Papers

All papers must adhere to MLA guidelines

(see Easy Writer.)

Papers must be three or more pages for a C or better.

(The research paper must be five or more pages, plus a Works Cited page with eight sources minimum.)

Topics and directions will be emailed to you.

- Rough draft of research paper (three copies to be read in class) 20

- *The Road* essay 100
- *Into Thin Air* essay 100
- *The Diary of Anne Frank* essay 100
- *Hero* essay (research paper) 200
- *Final* essay 100

NOTE:

You must complete all assigned work for a grade of "C" or better.

Extra credit may be offered, but it can count toward your final grade only if all required work has been completed; it cannot replace assignments.

All essays, the research paper, and the final must be submitted to turnitin.com before your grade for that work can be officially recorded.

Instructions for Writing Papers About Literature

We will discuss topics and organization for each essay that you write. But there are several elements that are the same for each paper. Keep these fundamentals in mind as you write. Refer to this page to check your final draft.

Titles

- Create your own title.
- Do not underline your title or italicize it.
- Do not put your title in quotation marks.
- All words in the title are capitalized with the exception of articles (a, an, the) and prepositions (e.g., in, on, from) unless these words begin the title.
- Your title should reflect the content of your essay.

Details About the Literary Work

- Mention the title of the book, film, play, story, poem, or essay in your opening paragraph.
- Titles of books, plays, or films: underline or type in italics.
- Titles of short stories, essays, poetry, and articles: use quotation marks.

Details About the Author

- Mention the full name of the author in the first paragraph.
- After this first mention (known as "first reference"), refer to the author by last name only.
- Do not use titles such as Mr., Ms., Dr., and so forth, even in the first reference.

Tenses

- Discuss literature in the present tense. This use of the present tense may be hard for you initially. But it is a requirement of the discipline. For example:
 Rowling describes Hogwarts with magical as well as realistic details.
 Harry's parents are dead.
- Speak of both authors and characters in the present tense.

Examples and Quotations

- For an essay of 500-1,500 words use, six or more examples from the work to support your ideas. Vary between paraphrases and quotations.
- In discussing literature, refer to the appropriate page number parenthetically, whether you are quoting the text or paraphrasing it. For example:
 Harry's aunt and uncle send him a fifty pence piece for Christmas (Rowling 200).
 Rowling describes the first time Harry flies on his broomstick as a "rush of fierce joy... wonderful" (148).
- Check the Easy Writer handbook for MLA guidelines about quotes and citing your sources.

Quick Tips

- Avoid "thing" (use specific words)
- Avoid "you"
- No contractions in formal papers
- No informal language (for example, say "Children," not "Kids")
- No slang
- Avoid "I think," "I believe," "in my opinion," "In conclusion," "To conclude."

SYLLABUS SCHEDULE SUBJECT TO CHANGE: CHECK EMAIL OFTEN!

Week	Date	Assignment
1	Monday August 1	<ul style="list-style-type: none"> • Orientation and introduction to the class • Email address required
1	Wednesday August 20	<ul style="list-style-type: none"> • No class meeting- online instruction: • Online assignment 1 will be sent to you <p>(You must be sure that the instructor has your email address by this date to avoid being dropped)</p>
Week	Date	Assignment

2	Wednesday August 27	<ul style="list-style-type: none"> • MLA Format, and online work will be discussed during class time • Explanation of turnitin.com
3	Wednesday Sept. 3	<ul style="list-style-type: none"> • Quiz: <u>HPSS</u>, chs. 1-10: Online, open-book quiz will be sent to you; (due by noon on Friday, August 31) • Practice MLA format.- Work cited • Bring four copies of your <u>HPSS</u> paper for group reading • Online assignment # 3 will be sent to you on Friday • Submit <u>HPSS</u> to turnitin.com and look for the receipt in your inbox. Print out and attach the receipt to your essay when you submit it for grade on 9/5.
4	Wednesday Sept. 10	<ul style="list-style-type: none"> • Bring your final draft of <u>HPSS</u> essay to turn in for credit and be sure to make a copy for yourself • Begin reading <u>HPCS</u> • Online assignment # 4 will be sent to you on Friday
5	Wednesday Sept. 17	<ul style="list-style-type: none"> • No class meeting- online instruction • Paper assigned; topics for <u>HPCS</u> essay will be sent out by email • Online assignments # 1-4 due by midnight on Friday Sept. 14 (if late, $\frac{1}{2}$ credit)
Week	Date	Assignment

6	Wednesday Sept. 24	<ul style="list-style-type: none"> • Quiz: <u>HPCS</u> chs. 1-10: Online, open-book quiz will be sent to you; (due by noon on Friday, Sept. 21) • No class meeting- online instruction • Continue to work on <u>HPCS</u> paper • Online assignment # 5 will be sent to you on Friday
7	Wednesday Oct. 1	<ul style="list-style-type: none"> • Bring a copy of your draft of <u>HPCS</u> paper to turn in for credit • Online assignment # 6 will be sent to you on Friday • Submit <u>HPCS</u> to turnitin.com and attach receipt to your essay when you submit it on 10/3
8	Wednesday Oct. 8	<ul style="list-style-type: none"> • Final draft of <u>HPCS</u> paper due • Research paper discussion (in class and online) • Discussion of final (in class and online) • Begin reading <u>HPPA</u> • Topic ideas for essay on <u>HPPA</u> will be emailed to you • Online assignment # 7 will be sent to you on Friday
9	Wednesday Oct. 15	<ul style="list-style-type: none"> • <u>Hero</u> released on Oct 14th • Quiz on <u>HPPA</u> - chs. 1-10: Online, open-book quiz will be sent to you (due by noon on Friday, Oct. 12) • No class meeting- online instruction • Online assignment # 8 will be sent to you on Friday
Week	Date	Assignment

10	Wednesday Oct. 22	<ul style="list-style-type: none"> • Bring draft of <u>HPPA</u> essay for credit • Meet in the library at 8:30 am for Library Orientation • Online assignment # 5-8 due by midnight on Friday Oct. 19 (if late, $\frac{1}{2}$ credit) • Online assignment # 9 will be sent to you on Friday • Submit <u>HPPA</u> to turnitin.com; attach receipt to your essay when you submit it on 10/31
11	Wednesday Oct, 29	<ul style="list-style-type: none"> • No class meeting- online instruction • Work on your research paper and email me if you have questions • Online assignment # 10 will be sent to you on Friday
12	Wednesday Nov. 5	<ul style="list-style-type: none"> • Final draft of <u>HPPA</u> essay due • Research paper instruction/ Final paper instruction • Begin reading <u>HPGF</u> • Online assignment # 11 will be sent to you on Friday
13	Wednesday Nov. 12	<ul style="list-style-type: none"> • Discuss Campbell article • Bring 4 copies of your research paper draft for credit • Online assignment # 12 will be sent to you on Friday • Submit research paper to turnitin.com
14	Wednesday Nov. 19	<ul style="list-style-type: none"> • No class meeting- online instruction • Continue reading <u>HPGF</u> • Online assignment # 13 will be sent to you on Friday
Week	Date	Assignment

15	Wednesday Nov. 26	<ul style="list-style-type: none"> • NO CLASS MEETING (Happy Thanksgiving!) • Film version of <u>The Road</u> released • Online assignment # 9-12 due by midnight on Friday Nov. 23 (if late, $\frac{1}{2}$ credit) • Online assignment # 14 will be sent to you on Friday • Online, open-book quiz on <u>HPGF</u>, chs. 1-10 will be sent to you (due by noon on Friday, Nov. 23)
16	Wednesday Dec. 3	<ul style="list-style-type: none"> • Research paper due (remember: late coupon <u>cannot be used</u> for the research paper) • Online assignment # 15 will be sent to you on Friday
17	Wednesday December 10	<ul style="list-style-type: none"> • Last day to submit late work(essay, research paper), due at the beginning of class • Bring 4 copies of your final paper for discussion and credit • Online assignments 13-15 due by midnight Sunday, Dec. 9. • All late online assignments due by midnight tonight (1/2 credit only) • Submit final to turnitin.com; attach receipt to final draft
18	Wednesday Dec. 17	<p>THE ONLY WORK THAT WILL BE ACCEPTED TODAY: The Final (required) due a the beginning of class</p> <ul style="list-style-type: none"> • Please do not call or email for grade checks • You may check your grade at MyCerritos. Allow 2-3 days for Admissions to process your grade.

Have a wonderful winter break!

Please consider enrolling in our Spring 2009 Learning Community

English 100 LC and English 222 LC!

Class meets T/Th, 8-10:30 AM for only 9 weeks

Earn 7 transferable units!

For more information contact

Mrs. Stiles at lstyles@cerritos.edu or

Mrs. Whitson at bwhitson@cerritos.edu

Thesis vs. Topic

As you begin to formulate a thesis for your essay, think about the following distinction between topic and thesis. A topic is a general area of inquiry; derived from the Greek *topos* (place), "topic" designates the general subject of your essay. For instance, "J.K. Rowling's *Harry Potter and the Sorcerer's Stone* features a young central character on a quest" would be a weak thesis but a good topic for an essay. From a topic, many specific theses can be extracted and developed. A thesis is more specific and delimited; it exists "within" your topic. In your essay, you need to use an argumentative thesis.

In argumentative writing, the writer takes a stance and offers reasons in support of it. Crucial to any piece of argumentative writing is its thesis. The thesis arises from the topic, or subject, on which focuses, and may be defined as follows:

A thesis is an idea, stated as an assertion, which represents a reasoned response to a question at issue and which will serve as the central idea of a unified composition.

If we've selected as a topic the notion that these characters are on quests, we need to figure out why quests might be significant. So, we might ask, "How do quests function in each novel? What sorts of quests are these characters on? Are they 'traditional' quests, as for a grail? What do these characters seek? What do they find?" Once we're able to answer these questions, we can probably answer just why quests seem so significant.

When you compose a thesis statement, think about how it satisfies the following tests:

1. Is it an idea? Does it state, in a complete sentence, an assertion?
2. Does it make a claim that is truly contestable and therefore engaging?
3. Are the terms you are using precise and clear?

Once you have picked a topic (subject) for your essay, you need to develop your thesis statement.

Your thesis statement will have two parts.

- The first part states the topic. For example:
 - ✓ Kenya's Culture

- ✓ Building a Model Train Set
- ✓ Public Transportation
- ✓ The stages in the journey of the hero which Joseph Campbell describes in *The Hero with a Thousand Faces*
- The second part of states the point of the essay.
 - ✓ Has a rich and varied history
 - ✓ Takes time and patience
 - ✓ Can solve some of our city's most persistent and pressing problems
 - ✓ Are experienced by both J.K. Rowling's Harry Potter and George Lucas's Luke Skywalker

Once you have formulated a thesis statement that fits this pattern and with which you are comfortable, you are ready to continue.

Write the Body Paragraphs

In the body of the essay, all the preparation up to this point comes to fruition. The topic you have chosen must now be explained, described, or argued.

Each main idea that you wrote down in your diagram or outline will become one of the body paragraphs. If you had three or four main ideas, you will have three or four body paragraphs.

Each body paragraph will have the same basic structure.

1. Start by writing down one of your main ideas, in sentence form. If your main idea is "reduces freeway congestion," you might say this: Public transportation reduces freeway congestion.
2. Next, write down each of your supporting points for that main idea, but leave four or five lines in between each point.
3. In the space under each point, write down some elaboration for that point. Elaboration can be further description or explanation or discussion.

Supporting Point

Commuters appreciate the cost savings of taking public transportation rather than driving.

Elaboration

Less driving time means less maintenance expense, such as oil changes. Of course, less driving time means savings on gasoline as well. In many cases, these savings amount to more than the cost of riding public transportation.

Once you have fleshed out each of your body paragraphs, one for each main point, you are ready to continue.

Write the Introduction and Conclusion

Your essay lacks only two paragraphs now: the introduction and the conclusion. These paragraphs will give the reader a point of entry to and a point of exit from your essay.

Introduction

The introduction should be designed to attract the reader's attention and give her an idea of the essay's focus.

1. Begin with an attention grabber.

The attention grabber you use is up to you, but here are some ideas:

*Startling information

This information must be true and verifiable, and it doesn't need to be totally new to your readers. It could simply be a pertinent fact that explicitly illustrates the point you wish to make.

If you use a piece of startling information, follow it with a sentence or two of elaboration.

*Anecdote

An anecdote is a story that illustrates a point.

Be sure your anecdote is short, to the point, and relevant to your topic. This can be very effective opener for your essay, but use it carefully.

*Dialogue

An appropriate dialogue does not have to identify the speakers, but the reader must understand the point you are trying to convey. Use only two or three exchanges between speakers to make your point.

Follow dialogue with a sentence or two of elaboration.

*Summary Information

A few sentences explaining your topic in general terms can lead the reader gently to your thesis. Each sentence should become gradually more specific, until you reach your thesis.

2. If the attention grabber was only a sentence or two, add one or two more sentences that will lead the reader from your opening to your thesis statement.

3. Finish the paragraph with your thesis statement.

Conclusion

The conclusion brings closure to the reader, summing up your points or providing a final perspective on your topic.

All the conclusion needs is three or four strong sentences which do not need to follow any set formula. Simply review the main points (being careful not to restate them exactly) or briefly describe your feelings about the topic. Even an anecdote can end your essay in a useful way.

The introduction and conclusion complete the paragraphs of your essay. Don't stop just yet! One more step remains before your essay is truly finished.

Add the Finishing Touches

You have now completed all of your paragraphs of your essay. Before you can consider this a finished product, however, you must give some thought to the formatting of your paper.

Check the order of your paragraphs.

Look at your paragraphs. Which one is the strongest? You might want to start with the strongest paragraph, end with the second strongest, and put the weakest in the middle. Whatever order you decide on, be sure it makes sense. If your paper is describing a process, you will probably need to stick to the order in which the steps must be completed.

Check the instructions for the assignment.

When you prepare a final draft, you must be sure to follow all of the instructions you have been given.

- ✓ Are your margins correct?
- ✓ Have you titled it as directed?
- ✓ What other information (name, date, etc.) must you include?
- ✓ Did you double-space your lines?

Check your writing.

Nothing can substitute for revision of your work. By reviewing what you have done, you can improve weak points that otherwise would be missed. Read and reread your paper.

*Does it make logical sense?

Leave it for a few hours and then read it again. Does it still make logical sense?

*Do the sentences flow smoothly from one another?

If not, try to add some words and phrases to help connect them. Transition words, such as "therefore" or "however," sometimes help. Also, you might refer in one sentence to a thought in the previous sentence. This is especially useful when you move from one paragraph to another.

*Have you run a spell checker or a grammar checker?

These aids cannot catch every error, but they might catch errors that you have missed.

Once you have checked your work and perfected your formatting, your essay is finished. *Congratulations!*

STRUCTURE: Organization, development, sequence

1. Topic sentence

At or near the beginning of each paragraph, include a topic sentence that states your paragraph's central argument. The topic sentence serves as a bridge between thesis and paragraph by making an interpretive claim that indicates how the paragraph will support your thesis. Remember that, like a thesis, a topic sentence must make an interpretive claim: a thesis claim

guides the paper as a whole, and the topic sentence's claim guides a paragraph.

2. Data

Remember to support your argument (expressed in the topic sentence) with quotations from the text. Include sufficient context for your analysis. For example, a single word taken out of context may not provide ample support; instead, show how your example functions in the context of the larger work.

3. Warrant

Link your interpretation to the quotation.

4. Avoid "plot summary." Don't summarize; instead, analyze.

5. Paragraph length.

Between 100 and 200 words is a comfortable length. Just as a sentence provides order to a group of words, a paragraph provides order to a group of sentences. Very long paragraphs tax your reader's ability to follow them; very short paragraphs fail to develop your ideas fully.

STYLE: Sentences, spelling, punctuation, grammar, verbs.

Reduce wordiness and avoid a choppy writing style.

6. Agreement.

Verbs must agree with their subjects, and pronouns must agree with their antecedents.

7. Run-on sentences and comma splices.

Independent clauses (which can stand alone as a sentence because they include both subject and verb) must be joined with either a comma and conjunctive or a semicolon. The seven conjunctions are "and" "but," "or," "nor," "for," "so," and "yet." "However," "moreover," and "nevertheless" are not conjunctions. Trying to use a comma to join independent clauses results in a comma splice (a bad thing): Chocolate is one of the nature's perfect foods, I eat several bars every day. Instead write: Chocolate is one of nature's perfect foods; I eat several bars every day. Or, try: Chocolate is one of nature's perfect foods, so I eat several bars every day.

8. Avoid sentence fragments.
Sentence fragments lack either a subject or a verb, and therefore cannot stand alone as a complete thought.
9. Quotation marks and punctuation.
When they fall adjacent to a concluding quotation mark, periods and commas land inside of the quotation marks, but semicolons and colons land on the outside.
10. Possessive nouns.
Use an apostrophe to make a noun possessive: add an apostrophe and an "s" ('s) to a singular noun and an apostrophe to a plural noun (') to indicate possession. Do not add an apostrophe and an "s" to make a noun plural.
11. Integrate quotations.
Introduce quotations and integrate them into your writing: the introduction combined with the quotation must form a complete sentence. Verbs and some nouns can be changed and replaced with bracketed forms which match the syntax of the sentence they complete, but use such bracketed changes sparingly. Use ellipses (...) for omissions *within* a quotation only. For example, Keats describes autumn as "Conspiring with [the sun] how to load and bless / With fruit the vines [...] round the thatch-eaves (3-4).
12. Block quotations.
If you quote extensively, make use of your quotation. Do not assume that the quotation will explain itself; interpret it in support of your argument. See MLA guidelines in your Hacker book for instructions.
13. Quotations marks.
According to standard usage in America, use double quotation marks *except* for a quotation within a quotation. So, use *single* quotation marks *only* when a quotation falls within other quotation marks.
14. Referring to books, plays, movies, poems, etc.
Use quotation marks with all short works (magazine articles, poems, short stories, songs, TV episodes, chapters). Underline or italicize the titles of long or complete works (books, plays, movies, magazine titles, book-length poems).

15. Write about literature using the present tense. Fictional action occurs in a "literary present." While using the literary present, you may use a past tense to refer to something which happened earlier in the text.

YOUR NAME

PAPER

English 52

Late Paper Coupon

- ATTACH THIS TO ONE PAPER YOU WISH TO TURN IN LATE WITHOUT PENALTY-----COURTESY OF YOUR GENEROUS INSTRUCTOR.
- (NO LATE PAPERS ACCEPTED AFTER DEC. 5TH WITH OR WITHOUT THIS COUPON)!
- THIS COUPON MAY BE USED ONLY FOR THE REGULAR ESSAYS; IT MAY NOT BE USED FOR EITHER THE RESEARCH PAPER OR THE FINAL.

- BONUS: IF YOU DO COUPON, TURN IT IN DEC. 6 FOR 10



NOT USE YOUR LATE
WITH YOUR NAME ON IT BY
POINTS EXTRA CREDIT!

The Get Acquainted People Scavenger Hunt

In this class, you will be required to work not only on your own, but also in pairs or in small groups on various projects. Therefore, it is important for you to know something about your classmates; besides, it's a good way to break the ice! Be sure to get the phone numbers of at least two people you've met who can be your "buddies," telling you what you missed in class if you were absent, for example. Please PRINT the FULL name of a person who matched each category below, and try to meet as many people as you can today. Have fun!

1. A person who uses your brand of toothpaste (what brand)?
2. A person who wears your shoe size (what size)?
3. A person who cannot swim.
4. A person who cannot drive a stick-shift car.
5. A person who has already read a Harry Potter book.
6. A person who has traveled outside this country (where)?
7. A person who likes country western music.
8. A person who plays a musical instrument (which one)?
9. A person who sings in the shower or along with the car radio.
10. A person who has a tattoo (what is it and - maybe where is it?)
11. A person who has a phobia or irrational fear (of what?)

12. A person who owns an unusual pet (what is it?)
13. A person who has won an award of some kind (what? received when?)
14. A person who collects something (and that something is...?)
15. A person who plays a sport (which one?)
16. A person who writes lyrics or poetry.
17. A person who is a parent (how many kids?)
18. A person who plays Lotto regularly.
19. A person who is involved in a steady relationship.
20. A person who likes his job.
21. A person who has seen the Harry Potter movie. Opinion?
22. A person who has seen a ghost.
23. A person who loves to read (and what book is a favorite?)
24. A person who loves bookstores. (Which ones?)
25. A person who has seen one of *The Lord of the Rings* films. Opinion?