

**DEPAUL****School of Continuing and Professional Studies**

## **Mechanics of Good Writing Undergraduate Course Information Guide**

**Course Number: CCH 142, 2 credits, 5 Weeks**  
**Delivery Formats: Online Async**

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### **Course Description**

Mechanics of Good Writing students will learn how to improve the style, clarity, and correctness of their writing. The course will help students expand their knowledge and build confidence in their control of writing mechanics including, rules of grammar, sentence structure, word choice, parts of speech, and punctuation. Students will learn how to fix the most common mistakes that writers make. They will also learn when, why, and how to break the rules. Through weekly readings, discussions, and short, focused work using a current writing assignment of their own, students will identify and address areas for improvement in their writing.

### **Learning Outcomes**

After completing this course, you will be able to:

- Explain the importance of grammar and mechanics to good writing.
- Understand basic rules of writing mechanics for sentence construction, punctuation, and word usage.
- Analyze your own writing to recognize errors and identify areas for improvement in mechanics and style.
- Demonstrate the ability to self-revise your writing to improve grammar, mechanics, and style.
- Analyze the writing of others to identify examples of "good" writing.
- Identify and employ a variety of tools to improve writing mechanics and style.
- Determine when to break rules of mechanics and explain your stylistic choices.

## Learning Strategies and Resources

In this course, the following teaching and learning techniques are used: D2L discussion boards, critical reading, online exercise resources, learning from others through peer work, reflective learning, and writing. Students should expect to complete weekly writing assignments in this course. Reading, writing, and engaging in weekly discussions are critical to learning and successfully demonstrating the course learning outcomes, so please plan time for all three.

## Required Readings

There is no required text for the course. The recommended text for the course is "A Writer's Reference" by Hacker and Sommers. Published by Bedford/St. Martin's, 2014 ISBN 10: 1457666766 ISBN 13: 9781457666766.

Books and learning materials are available at the DePaul bookstore, at <http://depaul-loop.bncollege.com>, or through alternative sources.

Additional readings are available on Electronic Reserve, at the [DePaul Library](#). Login to Ares Course Reserves and select the course. Log in using your Campus Connect User ID and password. You will then get a page listing the courses in which you're enrolled that have readings posted in Ares. Click on the title of this course and the list of our electronic reserve readings will be displayed.

## Assessment of Student Learning

### Distribution of Grade Points

Graded Assignments	Percentage of Final Grade
Online Discussions Conferences	30%
Weekly Revising & Reflection Assignments	60%
Self-Assessment Quiz	5%
Grammar, Mechanics, Style, & You, Too Quiz	5%

## Grading Scale

A = 95 to 100	A- = 91 to 94	B+ = 88 to 90
B = 85 to 87	B- = 81 to 84	C+ = 77 to 80

C = 73 to 76	C- = 69 to 72	D+ = 65 to 68
D = 61 to 64	F = 60 or below	INC

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## Course Schedule

<b>Week or Module Title or Theme</b>	<b>Readings / Learning Activities</b>	<b>Graded Assignments</b>
Week 1, Module 1: The Importance of Mechanics	<p>Developmental Reading: "The Wrong Way to Teach Grammar" by Michelle Navarre Cleary</p> <p>Supplemental Reading: "The All-Important Relationship Between Grammar and Writing" by Melissa Donovan</p>	<p>1.1 Self-Assessment Quiz: Grammar, Mechanics, Style, &amp; You</p> <p>1.2 Discussion Board: Introduction + Grammar, Mechanics, and You</p> <p>1.3 Weekly Revision &amp; Reflection Assignment 1: Basic Grammar</p>
Week 2, Module 2: Sentences	<p>Developmental Reading: "How to write the perfect sentence" by Joe Moran</p> <p>Supplemental Reading: "What You Read Matters More Than You Might Think: Why deep reading makes you a better writer" by Susan Reynolds</p>	<p>2.1 Discussion Board: It's All about the Sentences</p> <p>2.2 Weekly Revision &amp; Reflection Assignment 2: Sentences</p>
Week 3, Module 3: Words	<p>Developmental Reading: "How to Transform Words Into Writing Inspiration" by Melissa Donovan</p> <p>Supplemental Reading: "Why Inclusive Language Is So Important" by Laura Mondragón</p>	<p>3.1 Discussion Board: Word Power</p> <p>3.2 Weekly Revision &amp; Reflection Assignment 3: Words</p>

Week 4, Module 4: Punctuation	<p>Developmental Reading: "Why We Should Learn to Love the Full Stop" by Joe Moran</p> <p>Supplemental Reading: "How to Misuse Punctuation Marks" by Melissa Donovan</p>	<p>4.1 Discussion Board: Punctuate this.!?</p> <p>4.2 Weekly Revision &amp; Reflection Assignment 4: Punctuation</p>
Week 5, Module 5: Style & Moving Forward	<p>Developmental Reading: "Eight Characteristics of Good Writing" by Melissa Donovan</p> <p>Supplemental Reading: "Bilingual authors are challenging the practice of italicizing non-English words" by Thu-Huong Ha</p>	<p>5.1 Quiz: Grammar, Mechanics, Style &amp; You, Too</p> <p>5.2 Discussion Board: Grammar, Mechanics, Style &amp; You Revisited</p> <p>5.3 Weekly Revision &amp; Final Reflection Assignment 5: Style</p>

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## Course Policies

For access to all SCPS and DePaul University academic policies, refer to the following links:

[SCPS Student Resources Website](#)

[DePaul Student Handbook](#)

The [D2L Course Website](#) for this course.

## Credit for Prior Learning

Students whose home college is SCPS that have not transferred more than 99 credit hours from community college or exam credit, and have not reached 132 credit hours toward graduation may qualify for prior learning credit. If you have prior knowledge you think may be equivalent to the learning outcomes of a SCPS course, you can contact the Office of Prior Learning Assessment at [scpspla@depaul.edu](mailto:scpspla@depaul.edu) or the [PLA website](#) for information on how to submit a proposal to use Prior Learning Assessment (PLA) credit for a nominal fee in lieu of regular tuition as an alternative to completing a course.

## Course Syllabus

The official syllabus for this course that includes course dates, instructor information and quarter specific details will be provided by the course instructor by the start of the course and available on the course D2L website.

## Course Registration

To find out when this course will be offered next, you can go to the [SCPS Registration website](#) for details on how to register for the course.

For information on how this course can apply to your program, contact your academic advisor.

### **School of Continuing and Professional Studies**

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