

University of Arkansas – Fort Smith

5210 Grand Avenue

P. O. Box 3469

Fort Smith, AR 72913-3469

479-788-7000

General Syllabus

ENGL 31043 Editing for Usage, Style, and Clarity

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours: 0

Prerequisite: ENGL 10203 Composition II or ENGL 14343 Honors Composition

Effective Catalog: 2019-2020

I. Course Information

A. Catalog Description

Students work to improve their writing style and clarity while studying the conventions of standard usage.

B. Additional Information

None.

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Employ appropriate strategies for generating ideas and exploring topics.
2. Use appropriate strategies to plan, organize, and develop ideas into short non-fiction writings.
3. Apply appropriate strategies in revising various types of writing for changes in content or structure.
4. Employ appropriate strategies in editing and refining writing for style and clarity.
5. Analyze and evaluate their own writing and the writing of others.
6. Write, revise, and edit successful short nonfiction prose.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Analytical Skills

Critical Thinking Skills

Students will identify problems/issues and develop solutions/analysis. Students will analyze a variety of texts for their rhetorical and/or literary features, as well as analyze the rhetorical situation to which the texts they produce respond.

Communication Skills (written and oral)

Students will communicate proficiently. Students will practice communication skills through discussions, presentations, and a variety of required written assignments.

Ethical Decision Making

Students will model ethical decision-making processes. Students will practice critical response to the writing of others, responsible use of research materials and intellectual property, and the ethical use of persuasion.

Global & Cultural Perspectives

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own. Students will analyze the rhetorical situation, produce texts for a variety of audiences, and avoid the use of biased language.

III. Major Course Topics

- A. Words and language: diction, vocabulary of generality and of details, tone, and usage
- B. Sentences: variety, structure, patterns, concentration, economy, coherence, simplicity, and fluency
- C. Rhetorical elements: rhythm, balance, repetition, conciseness, antithesis, and symmetry
- D. Paragraphs: coherence, unity, development, and function