WEST VIRGINIA UNIVERSITY AT PARKERSBURG
UNIFORM COURSE SYLLABUS

Name of Course: Pre-College Writing **Course No.** 107

Department: English **Division:** Humanities

I. Course Objectives

At the conclusion of this course you will be able to:

1. write informal definitions using several different approaches;

2. write formal definitions by classifying and differentiating the item being defined;

3. write definitions for use as topic sentences and then apply several methods of amplification to produce paragraphs;

4. produce a structural description containing multi-paragraphs which introduce a structure, state its purpose, identify its parts, and describe its parts in detail;

5. write an operational description containing multi-paragraphs which define a mechanism's function, explain its operating principle(s), state the main sequences of the operation, and describe each sequence in detail;

6. write a multi-paragraph process explanation performed by human action and to define the process, to explain preparatory steps, to list the main steps of the process, and to explain each step in detail;

7. write a multi-paragraph report which is career related containing statements of purpose, problem and scope, to integrate statistical and/or pictorial data

8. into the body of the report, to write a conclusion, and to make recommendations based upon the report purpose;

9. Read technical literature and respond to its content by analyzing style, format, and vocabulary.

II. Topics to Be Studied

This course is designed for students who are presently employed or expect to be employed in business and industry. The student will be given instruction in

writing technical materials for various work situations. Emphasis will be placed upon descriptive writing. Reports for proposals, feasibility studies, research and development, sales, accidents, and progress will be written depending upon the student's needs. The instructor may also provide materials to aid the student in writing special reports. Students may wish to bring job samples of their work for use in class.

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II.   **Special Projects to Be Included in Course**
       Research papers   **Reports**
       Surveys   **Annotated bibliographies**
       Other

III.   **Methods of Student Evaluation**
       Tests (how many? how often? what type?) Seven in-class writing projects
       Quizzes
       Oral Presentations
       Written Papers
       Laboratory Activities
       Clinical Experiences

IV.   **Assessment of Outcomes**
       What measurements will be used to demonstrate that outcomes have been reached? (Refers to class as a whole, not individual students.) Feedback from technical program directors

V.   **Other Information**
       What additional information will help to clarify the course?