**College English 2: Writing**

**Major Assignment 1: Process Paragraph**

**Fall 2016**

**Objective:** To improve your writing at the paragraph level by thinking about what steps were needed to achieve certain accomplishments or goals.

**Assignment:** Write a paragraph about something you accomplished. On page 6 of the textbook are some suggested topics. You may write about one of these topics or choose your own topic. You will want to ask yourself “what process did I follow to accomplish my goal?” **Must use Microsoft Word. (Assignments not in Microsoft Word will not be accepted)**

You must also follow these writing guidelines:

* 250-300 words (only words used in the paragraph count)
* Use Times New Roman or Cambria
* Your name, class, date, and writing assignment number at the top of the paper.
  + Example: Robin Anderson

CEP 2, Section 14

10/13

Major Assignment #1: Process Paragraph

* A title
* Standard ¾” to 1” margins (Right/Left/Top/Bottom)
* Double Spaced

**Grading:** You will be graded on the construction of your topic sentence and the supporting sentences that follow. You will also be graded on your use of transitional words and phrases along with the proper use of the past tense verb form (regular and irregular verbs). Please see grading rubric for a further breakdown of points for this assignment.

Your grade will be a percentage out of 100%

**Late Assignments:**

* Late Assignment = If turned in the day of assignment but after class, it will lose 3% from the marked grade. If turned in the next day and up to 1 week, it will lose 1% each day from the original marked grade.
* No assignments will be accepted after 1 week has passed from the due date (e.g. if due date Oct 13 then no assignment accepted after October 20.

**Due Dates: (dates may change)**

* **09/22:** Draft of paragraph due at the beginning of class
* **09/29:** Major Assignment 1 Due at the beginning of Class

**Grading Rubric – Major Assignment 1: Process Paragraphs**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Format – 15 points** | **Maximum Score** | **Actual Score** |
| The assignment includes name, class and section number, date, and writing assignment number | 4 |  |
| The assignment has a title | 4 |  |
| The assignment has standard margins, double spaced, and proper font use | 3 |  |
| The assignment is written with Microsoft Word (i.e. .docx) | 4 |  |
| **Mechanics - 15 points** |  |  |
| Capital letters are used correctly. | 5 |  |
| All words are spelled correctly. | 5 |  |
| Each sentence ends with a punctuation mark. | 5 |  |
| **Content – 20 points** |  |  |
| The topic sentence is strong and stated clearly. | 5 |  |
| The supporting sentences support the topic sentence and are clearly written | 10 |  |
| The paragraph contains a strong and clear conclusion | 5 |  |
| **Grammar Use – 20 points** |  |  |
| Assignment uses transitional words/phrases effectively. | 10 |  |
| Past tense verb forms are used correctly | 10 |  |
| **Language Use - 30 points** |  |  |
| The writer uses a variety of sentence structures. | 5 |  |
| Sentence structure (including comma use) and word order are correct. | 5 |  |
| Subjects and verbs agree. | 5 |  |
| The word choice is appropriate and varied. | 5 |  |
| Word forms are used correctly (including singular/plural forms). | 5 |  |
| **Deductions** |  |  |
| The paragraph falls short of the word count | **-10** |  |
| Assignment is Late (Follows late policy as outlined in syllabus. This includes the first drafts. ) |  |  |
| **Total** | **100** |  |