

SPECIFIC INSTRUCTIONS ON WRITING COURSE ASSIGNMENTS (QUESTIONNAIRE IN UNITS 1 & 2).

1. The assignments in UNITS 1 & 2 are designed to enhance your skills in close and independent reading, and critical writing/thinking.
2. You will respond to the questions in UNITS 1 & 2 very thoroughly. You will use direct quotes/textual evidence from the texts to support whatever arguments/claims/assertions you make in your responses to the questions.
3. **Each response to each question in UNITS 1 & 2 should be, at least, 400 words long (except for question #1 in UNIT 2 which should be 1200 words)** and in complete grammatically correct sentences. (Shorter responses could lower your scores). Provide a word count at the end of each individual response and Work(s) Cited listing of the text used at the end of the assignment.
4. Provide appropriate parenthetical citations for all primary and secondary quotations or illustrations using the correct forms of the MLA style of citation.
5. The overall emphasis in the content of your responses should be your own insights/thoughts on the readings. Show/develop your analytics skills instead of filling pages with long/excessive quotations merely to make up the required length of the response. (See information on how to introduce / analyse quotations in the *Writing Resources Folder* on D2L)
6. Make sure you follow the rules of correct grammar and usage, and all other rules of Standard English you have studied in college.
7. Make sure your responses do not overlap. Do not repeat the same response for multiple questions, even if questions *appear* to warrant the repetition of an idea in a response developed elsewhere. Strive for originality in your responses.
8. **Do not rewrite the questions with your responses.** List only the question number against the response. **You will automatically lose 2 points in the assignment in the assignment if you do so.** Provide, at least, two spaces between completed responses. Remember all assignments for this course must be submitted in Microsoft Word Format, **not** in PDF. **PDF submissions will not be accepted.**
9. If you make multiple submissions of the same assignment, you must clearly indicate which assignment you want graded. In the absence of any such instruction from you, the submission with the latest time/date will be graded.
10. All assignments must be developed in sequence and follow the order in which they appear in the syllabus and on the D2L calendar. If you submit the wrong assignment for a unit, any do over of that unit assignment will lose 50% of the points for the unit.
11. **The writing format for all course assignments, questionnaires, and final exam essay, must be double-spaced, not single-spaced.**

