



# Sophia Learning

## ENG1010: Workplace Writing I (3 semester credits)

### COURSE DESCRIPTION

This course is designed to take you through the writing process, from brainstorming, prewriting, and drafting all the way to revising, editing, and proofreading. You will have an opportunity to develop your written voice in both informative and persuasive contexts, drawing connections between the principles of academic writing and their application in a professional context. *Students who have previously taken English Composition I should not enroll in this course.*

**COURSE EFFECTIVE DATES:** December 2021 - Present

**PREREQUISITES:** No prerequisites

**LENGTH OF COURSE:** This is a self-paced course. Students may use as much or as little time as needed to complete the course.

**ACE CREDIT® RECOMMENDATION:** In the lower-division baccalaureate/associate degree category, 3 semester hours in fundamentals of writing (10/21).

**GRADING:** This is a pass/fail course. Students must complete 12 Challenges (formative assessments) and 5 Touchstones (project-based or written assessments) with an overall score of 70% or better.

Challenges	Points Possible
Challenge 1.1: Introduction to Writing Principles	8
Challenge 1.2: Steps and Strategies in the Writing Process	6
Challenge 1.3: Basic Composition Structure	4
Challenge 2.1: Constructing Sentences	10
Challenge 2.2: Punctuating Sentences	4
Challenge 2.3: Writing to Inform	6
Challenge 2.4: Introduction to Research Practices	4
Challenge 3.1: Style in Writing	5
Challenge 3.2: Revising	4

Challenge 3.3: Editing and Proofreading	4
Challenge 4.1: Writing to Persuade	7
Challenge 4.2: Integrating Research	4
<b>Total</b>	<b>66</b>

Touchstones	Points Possible
Touchstone 1: Personal Essay	40
Touchstone 2.1: Extended Definition Essay	40
Touchstone 2.2: Informative Comparison/Contrast Draft	80
Touchstone 3: Informative Comparison/Contrast Revision	120
Touchstone 4: Persuasive Recommendation Report	100
<b>Total</b>	<b>380</b>
<b>Grand Total</b>	<b>446</b>

*Touchstones are projects that illustrate comprehension of the course material, help refine skills, and demonstrate application of knowledge. Read further for information on the touchstones in this course:*

- **Touchstone 1: Personal Essay (40 points):** Students will describe a time in their academic or professional career when they used an employability skills and write a 3-4 page narrative paper (with an introduction, at least three body paragraphs, and a conclusion) that describes this event.
- **Touchstone 2.1: Extended Definition Essay (40 points):** Students will write a 3-5 page informative essay using the techniques and elements of informative writing that they have learned in this unit.
- **Touchstone 2.2: Informative Comparison/Contrast Draft (80 points):** Students will create an informative report in which they identify an innovation that they would like to implement and compare and contrast possible methods of implementation.
- **Touchstone 3: Informative Comparison/Contrast Revision (120 points):** Students will revise their Touchstone 2 submission using the revision strategies they learned in Unit 3. Students will review the in-text comments and summary feedback they received on their Touchstone 2 draft to deepen and extend their analysis of their topic.
- **Touchstone 4: Persuasive Recommendation Report (100 points):** Students will choose one of the methods from Touchstone 3 and write a persuasive composition in which they aim to persuade their audience that this is the best course of action to take in order to implement their innovation."

*For more general information on assessments, please visit the Student Guide located on the course dashboard.*

## LEARNING OUTCOMES

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

1. Identify the essential elements of writing.
2. Identify the components of the writing process.
3. Implement techniques for constructing effective introductory, body, and conclusion paragraphs.
4. Implement basic grammar rules to create effective sentences.
5. Implement common forms of punctuation to properly complete sentences.
6. Apply components of the writing process to the development of effective informative writing.
7. Locate and appropriately cite sources that are relevant to your purpose and audience.
8. Recognize the importance of style in writing.
9. Use revision strategies to ensure a message is effective for a specific audience and purpose.
10. Use editing and proofreading strategies to ensure a message is effective for a specific audience and purpose.
11. Apply components of the writing process to the development of effective persuasive writing.
12. Analyze and evaluate sources for integration into persuasive writing.

## OUTLINE OF MAJOR CONTENT AREAS

- Overview of the Writing Process
- Modes of Writing
- Purpose and Audience in Writing
- Language and Tone
- Analyzing the Rhetorical Situation
- Thesis Statements
- Introductions
- Body Paragraphs
- Conclusions
- Parts of Speech
- Pronoun Choice and Reference
- Independent and Dependent Clauses
- Modifiers
- Comma Use
- Writing Effective Comparison/Contrast Essays
- Types and Characteristics of Informative Writing
- Model Comparison/Contrast and Informative Essays
- Types of Sources
- Finding Sources
- Source and Quotation Formatting in APA
- Style and Word Choice
- Revising for Structure, Focus, and Clarity
- Editing Sentences
- Using Proofreading Skills

- Persuasion in Writing
- Rhetorical Appeals
- Persuasive Topics and Thesis Statements
- Supporting a Persuasive Thesis
- Accurate and Ethical Use of Sources to Persuade
- Evaluating Sources
- Applying and Analyzing Evidence