



ENGL 1010
COURSE SYLLABUS
Fall Semester 2023 (202412)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Building A, Room 318
Class Meets: **M/W 3:30-4:45pm**
Course Reference Number (CRN): 20272
Preferred Method of Contact: E-mail

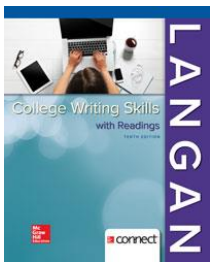
INSTRUCTOR CONTACT INFORMATION

Instructor Name: Dana Price
Office Location: Building A, Room 326
Office Hours: M/W 1:15-3 pm and T/R 2:15-5:30 pm
Email Address: dprice@southeasterntech.edu
Phone: 478-289-2236
Tutoring Hours: T/R 12-1 pm

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/) (<https://catalog.southeasterntech.edu/>).

REQUIRED TEXT



Albright, Z. L. & Langan, J. (2021). *English Skills with Readings*. McGraw-Hill. ISBN 10: 60899896; ISBN 13: 9781260899894.

REQUIRED SUPPLIES & SOFTWARE

Students need a three-ring binder for their book, a flash drive, loose-leaf paper, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

MAJOR COURSE COMPETENCIES

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

PREREQUISITE(S)

ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

1. A hybrid class means that class attendance and completing Blackboard assignments are mandatory. Students are required to complete all assignments on the lesson plan by their due dates to exit the class successfully.
2. Students are responsible for bringing textbooks and supplies, including pencils and pens. Students will not share books.
3. **Use Mozilla Firefox or Google Chrome** as the main Internet browsers. **Do not use Internet Explorer or Microsoft Edge (E at the bottom of the screen)** because Blackboard does not support them. Microsoft Edge or Internet Explorer will not allow students to submit assignments in assignment boxes and closes exams and quizzes prematurely.
4. Be sure to have a strong Internet connection. If there are problems with the Internet at home, come to STC to submit assignments. The STC Library is open Monday-Thursday, 8:00 a.m. to 8:00 p.m.
5. Writing assignments are completed in class. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in the Blackboard assignment box.
6. Screenshots and late assignments will be given a zero.

7. Dropping a grade or extra credit assignments will not be given. Do not ask.

ATTENDANCE GUIDELINES

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Emily Jarrell \(ejarrell@southeasterntech.edu\)](mailto:ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

EXIT EXAM

The final exam must be taken in person and cannot be exempted. Failure to take the final will result in an F for the course.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Since students have one week to complete grammar exams and quizzes, there is no make-up. Blackboard assignments are due on Wednesdays at 11:59 p.m. If Internet browser problems occur, email me. If an exam must be reopened, the student will take the exam on STC campus outside of class time. If students miss class when a writing assignment is due, the student has one week to make up the assignment. The writing must be scheduled outside of class time on STC campus. Only one writing assignment may be made up. Until the assignment is made up, a zero will be in the gradebook. Dropping a grade or extra credit assignments will not be given.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify

the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Until HR position is filled, contact Denise Powell, VP of Administrative Services Vidalia Campus 3001 East 1st Street, Vidalia Office 138C Phone: 912-538-3162 Email: Denise Powell dpowell@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Chapter Activities	20%
Quizzes	30%
Writing Assignments	35%
Final Exam	15%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

TENTATIVE—SUBJECT TO CHANGE

Course Number and Name

Fall Semester 2023 (20272) Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<u>Week 1</u> Aug 9	Introduction to the course, syllabus, Blackboard, Chapters 1 & 2 in <i>English Skills w/ Readings</i> .	Introduction to the class and Blackboard. Instructor lecture on Ch. 1 & 2. Complete freewriting, questioning, listing, and clustering.	All Blackboard assignments are due the following Monday at 11:59 pm est. Assignment boxes will close. Chapter quizzes will be open-book and completed on blackboard outside of class. Due by Mon 8/28: Blackboard: Complete all activities in Module 1. Chapter 1 quiz, Chapter 2 quiz, Syllabus Quiz, complete the Revisions/Editing reading response.	1, 2, 3 a, c
<u>Week 2</u> Aug 28	<i>English Skills w/ Readings</i> Chapters 19, 21, & 22.	Subjects and Verbs, Fragments, and Run-ons lecture. Complete the chapter activities.	Due by Mon 9/5: Blackboard: Complete all activities in Module 2. Chapter 19 quiz/activities, Chapter 21 quiz/activities, Chapter 22 quiz/activities.	1, 2, 3 a, c
<u>Week 3</u> Sept 4 Sept 4-No Class	<i>English Skills w/ Readings</i> Chapters 7 & 23.	Description and Regular and Irregular Verb lecture. Begin drafting the description paragraph.	Due by Mon 9/11: Blackboard: Complete all activities in Module 3. Chapter 23 quiz/activities, Chapter 7 quiz. Description paragraph due.	1, 2, 3, 4 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<u>Week 4</u> Sept 11	<i>English Skills w/ Readings</i> Chapter 3.	The first and second steps in writing lecture. Complete chapter 3 activities.	Due by Mon 9/18: Blackboard: Complete all activities in Module 4. Chapter 3 activities.	1, 2, 3 a, c
<u>Week 5</u> Sept 18	<i>English Skills w/ Readings</i> Chapters 24, 25, & 4.	Subject verb agreement, Verbs cont., and the third step in writing lecture. Complete activities.	Due by Mon 9/25: Blackboard: Complete all activities in Module 5. Chapter 24, 25, and 4 quizzes/activities.	1, 2, 3 a, c
<u>Week 6</u> Sept 25	<i>English Skills w/ Readings</i> Chapters 10 & 26.	Process paragraph and pronoun agreement lecture. Complete and review chapter activities.	Due by Mon 10/2: Blackboard: Complete all activities in Module 6. Chapter 26 quiz/activities. Complete Chapter 10 quiz. Submit process paragraph in BB.	1, 2, 3, 4 a, c
<u>Week 7</u> Oct 2	<i>English Skills w/ Readings</i> Chapters 5 & 27.	The fourth step in the writing process and pronoun types. Complete and review chapter activities.	Due by Mon 10/9: Blackboard: Complete all activities in Module 7. Chapter 27 and Chapter 5 quiz/activities.	1, 2, 3, 4, 5 a, c
<u>Week 8</u> Oct 9 Oct 11- Midterm	<i>English Skills w/ Readings</i> Chapters 6 & 28.	The four bases for revising writing and Adjectives and Adverbs. Complete and review chapter activities.	Due by Mon 10/16: Blackboard: Complete all activities in Module 8. Chapter 28 quiz/activities. Complete Chapter 6 quizzes/activities.	1, 2, 3 a, c
<u>Week 9</u> Oct 16	<i>English Skills w/ Readings</i> Chapters 11 & 29.	Cause and Effect paragraph and Misplaced and dangling modifiers. Complete and review chapter activities.	Due by Mon 10/23: Blackboard: Complete all activities in Module 9. Chapter 29 quiz/activities. Complete and submit cause and effect paragraph in blackboard. Complete Ch. 11 quiz.	1, 2, 3, 4, 5 a, c
<u>Week 10</u> Oct 23	<i>English Skills w/ Readings</i> Chapters 30, 31, & 32.	Capital letters, Numbers and abbreviations, and Apostrophes. Complete and review chapter activities.	Due by Mon 10/30: Blackboard: Complete all activities in Module 10. Chapters 30, 31, and 32 quizzes/activities.	1, 2, 3 a, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 Oct 30	<i>English Skills w/ Readings</i> Chapter 33 and APA.	Quotation Marks and APA handout. Complete and review chapter activities.	Due by Mon 11/6: Blackboard: Complete all activities in Module 11. Chapter 33 quiz and activities. Complete APA assignment.	1, 2, 3 a, c
Week 12 Nov 6	<i>English Skills w/ Readings</i> Chapters 12 & 34.	Comparison and/contrast and Commas. Complete and review chapter activities.	Due by Mon 11/13: Blackboard: Complete all activities in Module 12. Chapter 34 activities and complete the compare and contrast paragraphs and submit in blackboard.	1, 2, 3, 4 a, c
Week 13 Nov 13	<i>English Skills w/ Readings</i> Chapters 16, 35, & 36,	Writing the essay, Other punctuation marks, and commonly confused words. Complete and review chapter activities.	Due by Mon 11/27: Blackboard: Complete all activities in Module 13. Chapter 16, 35, and 36 activities. Complete the Reading Test.	1, 2, 3, 4 a, c
Nov 20-23 Thanksgiving Break; No Class				
Week 14 Nov 27	<i>English Skills w/ Readings</i> Chapters 15, 18, & 37.	Argument paragraph, Using sources to write papers, and Effective word choice. Complete and review chapter activities.	Due by Mon 12/5: Blackboard: Complete all activities in Module 14. Chapter 18 quiz and 37 activities. Complete Chapter 15 activities. Submit Argument practice paragraph.	1, 2, 3, 4 a, c
Week 15 Dec 4	<i>English Skills w/ Readings</i> Chapters 15 cont. & 38.	Complete reading test. Complete and review chapter activities.	Due by Mon 12/11: Blackboard: Complete all activities in Module 15. Submit Argument Essay.	1, 2, 3, 4, 5 a, c
Week 16 Dec 11 Finals-Dec 12	<i>English Skills w/ Readings</i> Chapters 15 cont.	Complete all uncompleted work	Due by Wed 12/11: Blackboard: Complete any and all missing work up to this point.	1, 2, 3, 4 a, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

GENERAL CORE EDUCATIONAL COMPETENCIES:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Discussion Board Rubric

All discussion boards MUST contain one post and a minimum of two replies.

Original Post must contain a minimum of 100 words.

Replies must contain a minimum of 50 words.

Criteria	A (90-100)	B (80-90)	C (70-79)	F (0-69)
Critical Thinking	Rich in content Full of thought, insight, and analysis	Substantial Thought, insight, and analysis has taken place	Generally competent but information is thin	Rudimentary/ superficial No analysis or insight is displayed
Uniqueness	New ideas New connections made with depth and detail	New ideas or connections Lack depth and/or detail	Few, if any new ideas or connections rehash or summarize other postings	No new ideas "I agree with....statement
Timeliness	All required postings completed early in discussion so that others may respond. Posted throughout the discussion	All required postings Some not in time for others to read and respond	All required postings Most at the last minute without allowing for response time	Some, or all, required postings missing
Stylistics	No or very few grammatical or stylistic errors	Several grammatical or stylistic errors	Obvious grammatical stylistic errors Errors interfere with content	Obvious grammatical or stylistic errors makes understanding impossible

Grading Scale –Description Paragraph	
CRITERIA	SCORE
<u>Describe</u> <ul style="list-style-type: none"> • Description to support topic sentence • Descriptions stated clearly in specific language • Transitional words used to link examples 	20
<u>Writing Process</u> <ul style="list-style-type: none"> • Evidence of brainstorming & organizing ideas • Evidence of drafts and revisions • Considers audience 	5
<u>Topic Sentence</u> <ul style="list-style-type: none"> • States topic • Expresses purpose for writing • Focused • Restated in Concluding Sentence 	20
<u>Support</u> <ul style="list-style-type: none"> • Sufficient Explanations and Details • Points clarified with explanations that limit and focus the main idea • All examples and explanations relate to main point (unity) • Details are clear (clarity) • Organized according to purpose 	25
<u>Format</u> <ul style="list-style-type: none"> • Title appropriate and correct • Formatted correctly 	10
<u>Grammar</u> <ul style="list-style-type: none"> • No fragments • No run-ons • No problems with capital letters • No spelling errors 	20
A ten-point penalty will be applied if ALL instructions are not followed. <p style="text-align: center;"><u>Total Points</u></p>	

Grading Scale for Cause or Effect Paragraph	
Criteria and Comments	Points
Cause-Effect <ul style="list-style-type: none"> • Focus on either causes or effects (not both) • Explores all causes/effects but chooses only the real ones • Considers audience • Does not oversimplify • Causes or effects organized in a logical order 	25
Structure <ul style="list-style-type: none"> • Begins with topic sentence that states whether the paragraph is a cause or effects paragraph • Supporting sentences limit and focus the main idea • Explanations and details of supporting sentences are well-developed • Closing sentence reflects topic sentence and provides closure 	25
Support <ul style="list-style-type: none"> • Examples, Details, Explanations • All examples and explanations relate to main point (unity) • Points clarified with details that limit and focus the main idea (clarity) • Organized according to purpose (coherence) • Transitions between ideas achieve coherence 	25
Grammar <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • Spelling and capital letters 	25
A ten-point penalty will be applied if ALL instructions are not followed. <p style="text-align: right;"><u>Total Points</u></p>	

Five Paragraph Essay Grading Scale
English 1010

Criteria and Comments	Grading Scale
Relevant Content (30%) <ul style="list-style-type: none"> • Answers the Question • Clear Purpose • Well Developed, thorough • Relevant Details • Appropriate Word Choice • Correct Formatting 	1 2 3 4 5
X6	
Essay & Paragraph Structure (40%) <ul style="list-style-type: none"> • Introduction <ul style="list-style-type: none"> ○ Thesis • 3 Body Paragraphs • 3 Topic Sentences • Support/Details for T.S. • Unity & Coherence • Transitions • Conclusion <ul style="list-style-type: none"> ○ restated thesis ○ summary ○ closing remarks 	1 2 3 4 5
X8	
Grammar/Mechanics (30%) <ul style="list-style-type: none"> • No run-ons or fragments • Use of commas and other punctuation • Use of pronouns • Use of verbs • Appropriate use of modifiers • Clear, parallel sentence structure • Spelling and capital letters • No contractions • Capitalize "I" 	1 2 3 4 5
X6	
A ten-point penalty will be applied if ALL instructions are not followed.	
Total Points	

- 5 = Exceeds expectations
- 4 = Meets expectations
- 3 = Adequate performance
- 2 = Needs Work
- 1 = Inadequate

Compare/Contrast Paragraph

Criteria and Comments	Points
<p>Compare/Contrast</p> <ul style="list-style-type: none"> • Either Compares or Contrasts (not both) • Meaningful comparison or contrast • Interesting comparison or contrast • Developed thoroughly • Uses transitions to enhance meaning between ideas 	25
<p>Structure</p> <ul style="list-style-type: none"> • Begins with topic sentence that states whether paragraph is comparison or contrast • Supporting sentences limit and focus the main idea • Uses point-by-point or side-by-side organization throughout paragraph • Explanations and details well-developed • Closing sentence reflects topic sentence and provides closure 	25
<p>Support</p> <ul style="list-style-type: none"> • All examples and explanations relate to main point (unity) • Examples are clear (clarity) • Transitional between ideas in details to achieve (coherence) 	25
<p>Grammar</p> <ul style="list-style-type: none"> • Complete sentences: No run-ons or fragments • Correct use of commas and other punctuation • Correct use of pronouns • Correct use of verbs • spelling and capitalization 	25
<p>A ten-point penalty will be applied if ALL instructions are not followed.</p> <p style="text-align: right;"><u>Total Points</u></p>	

Process Paragraph

Grading Scale for Process Paragraph	
Criteria and Comments	Points
<p>Order Flows in an orderly manner from one step to the next Chooses and focuses on a single process Considers audience Does not oversimplify or over explain Processes organized in a logical order</p>	25
<p>Structure Begins with topic sentence that states the direction of the paragraph Supporting sentences limit and focus the main idea Explanations and details of supporting sentences are well-developed Closing sentence reflects topic sentence and provides closure</p>	25
<p>Support Examples, Details, Explanations All examples and explanations relate to main point (unity) Points clarified with details that limit and focus the main idea (clarity) Organized according to purpose (coherence) Transitions between ideas achieve coherence</p>	25
<p>Grammar Complete sentences: No run-ons or fragments Correct use of commas and other punctuation Correct use of pronouns Correct use of verbs Spelling and capital letters</p>	25
A ten-point penalty will be applied if ALL instructions are not followed.	
<u>Total Points</u>	