Office hours:
T 2:30-4:30, W 9:00-12:00, R 1:30-3:30
Mailbox: 103 Burrowes

Leslie Bradley
Office: S139 Burrowes
Office phone: 863-3066

ENGLISH 4, Fall 1995

The general goal of English 4 is to help you develop your writing skill and give you sufficient writing experience to prepare you for English 15. English 4 will give you plenty of practice in writing—at tasks which become progressively more difficult. We will work together to meet these specific goals:

1. to help you learn to develop clear, readable essays for a variety of purposes and audiences
2. to help you better understand the process of writing a good paper—from planning and pre-writing through arranging, composing, editing and proofreading
3. to help you learn to enjoy writing and see its value as a form of communication
4. to help you learn to support general ideas and claims with specific examples and evidence that come from your own experience and from other sources, including friends, family, news media, even forms of art
5. to give you practice in writing sentences with different structures
6. to help you learn to recognize basic conventions of sentence structure and mechanics and employ those conventions in your own writing
7. to show you how to prepare an acceptable manuscript.

During the course, you will be asked to write a number of informal assignments, sometimes in class, sometimes for homework, and you will also complete six major papers. For each major paper you will be required to hand in a proposal, a full-length draft for in-class review, and a final draft along with all notes and outlines related to the project. I will not grade papers that are missing their proposals or drafts.

TEXTS
When Writers Write, 2nd ed., by Kathleen Macdonald
Patterns and Themes, 3rd ed., by Rogers and Rogers
A good pocket dictionary

GRADES
In this course, grading will be based on the following system: 85% for the major papers, 10% for ancillary assignments, and 5% for class participation.
PLAGIARISM
Plagiarism is ground for automatic failure of this course. I will be distributing the English department's definition of plagiarism. Read it carefully, and ask me if you have any questions about what it says. Please see me if you have any questions about what constitutes a legitimate use of sources.

ATTENDANCE
You are expected to attend all classes, and you are responsible for all work done and all assignments made during every class. If you miss a class, call a classmate to find out about the material covered and the assignments made that day. If you miss a rough draft workshop day, or if you come to the workshop without a draft, you will be penalized one full letter grade on that paper.

Absences also affect your final grade. IF YOU HAVE MORE THAN TWO UNEXCUSED ABSENces YOUR GRADE MAY BE LOWERED. IF YOU HAVE MORE THAN FOUR UNEXCUSED ABSENces, YOU MAY FAIL THE COURSE. What's an excused absence? A documented illness or family emergency, or a University activity for which you can provide an official University excuse.

DUE DATES
Papers must be handed in on time, in class. I am not responsible for papers placed in my mailbox or slipped under my door. Grades will be lowered on late papers--one full letter grade for each day late, including Saturday and Sunday.

CONFERENCES
Please take advantage of my office hours--often you will be able to learn more about your writing in conference than you will in class. If you have questions or want advice, just drop in during my office hours or make an appointment to see me at another time.

EXITING ENGLISH 4
English 4 is listed in the Bulletin as a 3-6 credit course. This means that upon completion of one semester of English 4 (3 credits), some students are not yet ready for English 15 and must take another 3 credits of English 4. To determine your readiness for English 15, I will evaluate a portfolio of all of your major papers, so please save all of your papers in a folder to hand in at the end of the course. Portfolios will be scored holistically on a scale of 1 through 5. You must score a 3 or above to enter English 15.
English 4 Schedule

This schedule may be adjusted depending on the needs of this particular class. I will announce any changes in advance.

Unit 1--The Narrative (August 29-Sept. 14)
• audience and purpose
• the writing process
• narrative strategies
• concrete language, detail

Unit 2--The Family Portrait (Sept. 14-Oct. 3)
• audience and purpose
• invention strategies
• thesis
• sentence strategies
• more on concrete detail

Unit 3--The Local Treasure (Oct. 3-Oct. 19)
• whole paper organization
• more on invention
• sentence strategies
• paragraph organization
• using sources

Unit 4--Refuting Stereotypes (Oct. 19-Nov. 7)
• more on using sources
• claims and evidence
• organizing to persuade
• sentence strategies

Unit 5--The Editorial (Nov. 7-28)
• more on audience and purpose
• the appeals
• generalizations, inferences
• more on organization
• sentencing strategies

Unit 6--Revision (Nov. 28-Dec. 7)
• revision strategies
• sentence strategies

Deadlines
proposal due 8/31
rough draft workshop 9/12
paper due 9/14

proposal due 9/19
rough draft workshop 9/28
paper due 10/3

proposal due 10/5
rough draft workshop 10/17
paper due 10/19

proposal due 10/24
rough draft workshop 11/2
paper due 11/7

proposal due 11/9
rough draft workshop 11/21
paper due 11/28

proposal due 11/30
rough draft due 12/5
paper due 12/7