

Economics 3905 Syllabus

Modes of Learning: Written Communication Skills

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The purpose of this course is to help you refine and improve your written academic communication skills. This class assumes that you will be writing a long paper for an economics course. If this is not the case, you will need to write a paper for this course or choose a paper assignment from another course, either past or current. The prerequisite for this class is that you have at least a *working knowledge of high school level English grammar and usage*. If this is not the case, taking a course that covers that specific material will be more beneficial and is highly suggested.

You will want to schedule a help session or contact me by phone or email for continuing assistance throughout the term. Office hours are then infinite. In addition, comprehensive writing resources available on the Internet are listed below so that you have all the tools you need to generate clear, clean, coherent and perfectly referenced academic papers. See below for how to submit your work, when it is due and how it is graded.

There are four requirements for this course credit: 1) Attend one class session. 2) Complete the attached *Homework* sheet. 3) Submit a draft version for review. 4) Submit a completed *Economics 3905 Draft Checklist/Outline/Thesis Statement* with the draft. For more details, see the table at the end of this syllabus. **Submissions:** Send your draft package (#3 and #4 by email to: janeylaird@aol.com). Use Word or Wordpad formatting.

- ✚ **The package – draft, fully completed checklist, outline, thesis statement -- must be submitted together and be complete.**
- ✚ **Remember— if you do not get an acknowledgement that I received your submission, I did not get it.** Always follow up on these.

Communication Element: In addition, it is an ongoing requirement that you communicate and understand all of the following:

- When a paper has been emailed
- Any due date changes that become necessary
- When you need a help session or simply need a quick answer
- All pertinent questions and information
- All submissions must be identified with your name, contact phone number & email.
- I always respond to your messages and paper submissions to verify that I have received them. ***If you contact me via email or phone and do not get a response within one day, this means I did not get your message or your paper. Follow up on these.***

Grading for this course: attendance, 20%; draft submission, 40%; completed draft checklist/outline/thesis statement, 40%. The draft grade is based upon adherence to the checklist and outline, so these must be included in your submission. Remember, your submissions for Economics 3905 are not graded for content.

Turnaround time: I am guaranteeing a ten-day turnaround time for reviewing submissions, although I attempt to do this more quickly whenever possible. Please plan accordingly; properly identified email submissions are the quickest way to turn something in.

Economics 3905 Course Requirements			
Five Requirements	Description	Grade Percentage	Due Date
Attendance	Attend the scheduled class session	20%	TBD
Homework	Complete the homework assignment by doing each step on the homework sheet	Not Graded	TBD <i>You do not submit the Homework</i>
Draft Checklist & Outline Submission	submit a completed <i>Economics 3905 Draft Checklist, Thesis Statement and Outline</i> for a grade with the draft (see next)	40%	TBD <i>If these items must be submitted together. our paper's draft package -- the draft, the <u>completed</u> checklist, an outline and the thesis statement -- will be due on this date unless you request an extension. Thank you!</i>
Draft Submission	submit the first draft version for a grade by email in Word, WordPerfect or WordPad	40%	

Economics 3905 Class Lecture Outline

Introductory Paragraph - Tell your audience what you are going to tell it; state the paper's purpose, or thesis, and explain what the paper will do. Introduce no specific information. Information that needs explanation or citations is too specific for an introduction.

Main Body of Paper



I. This Course

- A. Motivation for improving your academic writing skills
 - 1. For Yourself
 - 2. For your reader(s)
- B. Syllabus review
- C. Suggested Internet resources (*handout*)

II. Writing Discussion

- A. Reference and Citation
 - 1. Anything not commonly known to audience needs a reference – do not forget that data from other sources, even if paraphrased and not in quotations, must always be referenced
 - 2. Must use a standard citation style consistently and correctly
 - 3. Crucial step with mandatory, strict adherence to all requirements
- B. Organization
 - 1. Outline techniques (*handout*)
 - 2. Paragraph structure (*handout*)
 - 3. Introductory Paragraph – see description above for required form
 - 4. Summary Paragraph– see description below for required form
- C. Formal Tone
 - 1. Third person only: do not use “I”, “we”, “you”, “us”, “my”, “our”, “your” and other first and second person references
 - 2. No clichés, jargon, slang, cute/casual phrases
 - 3. Objective viewpoint
 - 4. Do not use contractions
- D. Proofreading and Editing (*proofreading and editing handouts*)
- E. Pet Peeves – Avoid as these represent a major markdown
 - 1. *They* and other vague references
 - 2. “Words” with quotes around them that are not cited
 - 3. Paragraph structure (*handout*)
 - 4. Use of First or Second person

III. Handout Review

- A. Homework
- B. Draft Checklist
- C. OWL Proofreading Steps
- D. Proofreading & Editing Symbols
- E. Outlining Handout
- F. Paragraph Construction Handout

IV. Analysis and/or Conclusion

End of the Main Body



Summary Paragraph - Tell your audience what you told it; introduce no new information. Analysis and conclusions are conducted within the body of the paper- not in the summary.