I. Attendance / Announcements

II. Outline for Course
   Focus of the Course
   Writing vs. Speaking
   Course Objectives
   Procedures
   Student Requirements
   Checklist, Addenda, Etc.
   Approach to Writing
   Text(s)
   Discussion, Questions

III. The Writing Process — Stages
     Prewriting — Planning
     Writing — Drafting
     Rewriting — Revision
     Greatest Efficiency: Use the Whole Process

IV. Preliminary Writing Assignment
     (Ungraded)
     Specifics per instruction sheet.
     Zooming In Sheet

V. Review of Sentence Structure and Usage
   Trouble Areas
     Sentence Structure Problems (Pocket Keys 183 - 188).
     Fragments, Commas Splices, Fused Sentences
     Subject-Verb Agreement
     Pronoun-Antecedent Agreement
     Misplaced / Dangling Modifiers
     Incomplete Constructions
     Mixed Constructions
     Parallelism

Assignment for Next Week (9/20):
   Reread the course outline; be ready with any questions or concerns about it for the next class.

   Write the preliminary paper; all papers are to be typed and double-spaced, per instructions on the sheets. Due date: September 20.

   In Pocket Keys for Writers:
   Read / thoroughly review all sections of Pocket Keys referred to on the handout “Casualties for Repair.”

   In ENG 101 First Writing Assignments:
   Read over the section on “The Three Stages of Writing” (1 - 4).
   Read the section on the “Personal Narrative Assignment,” 5 - 19, including analyzing how three sample essays — “Hurdles,” “My Midnight Swing,” and “Cryin' Ryan” — are effective as personal narratives.
Agenda — ENG 101, Sec. 93973
September 20, 2010 (C-015)

I. Preliminaries
   Questions on Course Outline
   Submission of Preliminary Papers

II. The Personal Narrative Paper
    Assignment — Due October 4.
    Purpose and Requirements of the Assignment
    Writing from Recall
    Strategies for Planning
    Writing Effective Narration
    Developing Detail
    Revising and Editing

III. Sample Student Papers — Success in Doing the Assignment
"Hurdles" — Success in limiting the topic, giving essential background information, using details effectively to carry the situation alive for the reader, establishing empathy so the reader shares in the experience of the writer (experiences the situation from the writer's point of view).
"My Midnight Swing" — Theme of overcoming self-imposed barriers, regaining part of her lost self — limiting topic, zooming in to the central incident, carrying alive the sense of a new freedom — craft of the ending by way of a brief, telling scene and contrast.
"Cryin’ Ryan" — The art of storytelling, creating character and situation, knowing where you are going. Beginning sets up the ending. Need to create a sense of the intensity and fragility of friendship to make the betrayal have impact. Use of dialogue to zoom in on crucial moments. Powerful rendering of betrayal that, once done, cannot be called back.

IV. In-Class Writing Exercise — Developing Specific Detail
   Job Interview Situation
   Surprising Sight

Assignments for Next Week (9/27):
In ENG 101 First Writing Assignments:
   Thoroughly review the section on the “Personal Narrative Assignment,” 5 - 23. Also, check carefully through the brief section in the back, “Common Writing Confusions” (57 - 62).
   Analyze the effectiveness of “Leap of Faith” and “A Day Like Any Other” (19 - 23) as personal narratives. For “A Leap of Faith” try to focus on why the whole essay is structured on the sequence of commands, how the tension continually rises, and how the author puts you right there in the plane, ready for the jump. For the essay “A Day Like Any Other,” look at how the author successfully zooms in and almost freezes time at the most crucial moment — putting your right there with him.
   We will discuss these two in class next time, as well as evaluate a sampling of student-written essays of varying quality — you will be put in place of the instructor.

Your Personal Narrative Essay —
   Try to select a topic for your own personal narrative essay and develop that into a rough draft. If you get a rough draft done during this week, you’ll be in very good shape timewise to make thorough revisions on it during the following week. You’ll also know what questions you really have on writing the personal narrative.
I. Preliminaries

II. Return of Preliminary Writing Assignment
   Use of the Exercise as a Diagnostic
   Problems in Developing Details
   Problems in Line-By-Line Writing (Self-Sabotage of Good Writing)
   Sentence Structure
   Usage
   Punctuation
   Use of Attached Sheet for Specific Troubleshooting in Keys for Writers.

   Writing Effective Narration
   Developing Detail
   Revising and Editing
   Sample Student Papers — Success in Doing the Assignment

   "Leap of Faith" — Essential background comes first. Author puts audience in the plane, with him. Series of commands helps keep the reader in the plane, adds dramatic immediacy, and helps build tension, anticipation, in the reader. Essay is a tribute to the combined effort leading to the result. Essay uses overall pattern of the author breaking a barrier, living up to a challenge.

   "A Day Like Any Other" — Pattern is ironic contrast of the frenzy of the early part of the day to the anticipated lull later on. Essay shows great skill in knowing just where to zoom in and just how to intensify the moment of the girls being confronted with “nine tons of rolling steel.” Essay uses the contrast of the beautiful, normal day of returning home and the near miss at the end. We are right in the narrator’s mind, and we get suspense, a strong sense of the narrator’s utter powerlessness over the whole situation, and the serendipity of the outcome.

IV. In-Class Evaluation and Editing Exercise — Sample Student Papers
   Criteria for Evaluating the Essays
   Three Sample Essays
   Areas of Strength
   Areas of Weakness
   Advice to the Writer toward the Next Draft
   Conclusions and Recommendations
   Questions

Assignment for Next Week (October 4):
First Draft of the Personal Narrative paper (the best draft you can write, using the full writing process) is due; it must be typed and double-spaced.

In Pocket Keys for Writers:
Read / thoroughly review all sections of Keys relating to any problems indicated on your in-class writing sample. Good writing needs to avoid self-sabotage in the line-by-line sentence structure and usage. You must overcome these problems to succeed in the course. It’s important to get these issues straight early on in the course.

In ENG 101 First Writing Assignments:

Analyze how the essays “Starting a Wine Cellar”(29 - 30) and “Creating the Perfect Burger” (31 - 33) are effective as process essays. Analyze the steps included and level of detail in each. Look at how format (headers, lists, numbered steps, etc.) helps reveal and reinforce content in “Creating the Perfect Burger.”

Likewise, analyze how the essays and “Aggravation Unlimited” and “Summer in the Hamptons” (35 - 39) are effective essays built around contrast. Which basic pattern does each essay use — alternating vs. divided?
We will discuss these essays in class next time.
In ENG 101 First Writing Assignments:


Plan which of the two you will do; try to make a rough draft during the week to see what will work best.

For directive (how-to-do-it) process papers, writers often don’t realize how much detail they may have to cover so the novice, guided by the paper, can do the job. Remember that instructions are meaningful only to novices; people who are experienced in doing a job don’t need them. You may want to test your draft by giving it to a novice and seeing what happens. This may reveal surprising gaps, things you didn’t think of beforehand.

For comparison / contrast papers, probably most will focus on contrast and use a simple block pattern. This is good for overall contrasts. But make sure you compare or contrast similar aspects in each section, or your main intention dissolves into irrelevance. Sharply focused detail can help make your comparison or contrast vivid and emphatic. Remember "Aggravation Unlimited."

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**Agenda — ENG 101, Sec. 93973**  
October 4, 2010 (C-015)

**I. Preliminaries**

Personal Narrative Essay is Due

**II. Next Paper Assignment: Process Paper or Comparison/Contrast — Due October 18.**

**Process Paper Assignment Option**
- General Requirements
- Select a Limited, Manageable Topic
- Structure
- Stylistic Suggestions
- Other Considerations
- Graphics
- Tips, Notes, Cautions, Warnings

**Sample Process Papers**
- "Excerpt"
- "The Mouse"
- "Starting a Wine Cellar"
- "Creating the Perfect Burger"

**Comparison/Contrast Paper Assignment Option**
- Comparison vs. Contrast
- Divided (Block) Pattern
- Alternating (Point-by-Point) Pattern

**Sample Essays:**
- "Aggravation Unlimited" — Block Pattern
- "Summer in the Hamptons" — Alternating Pattern

**III. Practice Exercise: Setting Up Both Papers**

**Assignment for Next Week (October 11):**

Next week, we will be dealing with sentence patterns, revising sentences, selecting diction, and revising diction. This will be covered by handout material given out in class. In addition, I will return and discuss the personal narrative drafts handed in this week.
Agenda — ENG 101, Sec. 93973
October 11, 2010 (C-015)

I. Return of Personal Narrative Essay
   Comments on Strengths / Weaknesses

II. Review of Next Paper Assignment:
    Process Paper or Comparison / Contrast
    — Due October 18.
    Process Paper Assignment Option
    Previous Topics
    Sample Paper — "How to Wash a Car"
    Typical Problems
    Questions
    Comparison / Contrast Paper Assignment
    Option
    Previous Topics
    Typical Problems
    Questions

III. Revising Sentences
    Special Purpose Sentences
    Revising for Variety
    Revising for Clarity, Economy, and Emphasis

IV. Selecting and Revising Diction
    Selecting Diction
    Connotation vs. Denotation
    Appropriateness, Specificity
    Avoid Euphemisms
    Revising Diction
    Revising Vagueness, Jargon
    Eliminating Triteness
    Eliminating Clutter
    Similes, Metaphors, and Mixed Metaphors

Assignment for Next Week (October 18):
    Process or Comparison / Contrast Essay is Due
    — Make sure that you do not repeat in this
      the sentence structure and usage problems
      indicated on your returned personal
      narrative essay. Use your returned personal
      narrative as a diagnostic on what problems
      are likely to happen again in your writing.
      If you do the process essay, be sure not to write
      instructions for using electronics or portable
      electronic devices.
      For the comparison / contrast essay, do not both
      compare and contrast. The main thrust of the
      essay is toward similarities OR differences.

In Pocket Keys for Writers:
    Thoroughly troubleshoot all problems indicated
    on the checksheet attached to your returned
    personal narrative paper. As a competent
    writer, you must overcome these if you are
    to succeed. Thoroughness now on these
    issues will help prevent agony and low
    grades later on.

In ENG 101 First Writing Assignments:
    Thoroughly review the section on the
    Note that this is a paper that makes a case;
    it does not just state an opinion. Think of
    yourself as a defendant on trial. The
    prosecuting attorney makes a case, using a
    variety of witnesses, physical evidence, and
    logic to put you in a very perilous light.
    While the jury looks daggers at you, your
    defense attorney simply stands up, says, “In
    my opinion, my client is innocent. The
    defense rests,” and then sits down. Just how
    confident do you feel in this contrast of a
    developed case and a mere opinion?

For argumentative strategy, thoroughly review
the sample essays themselves, "Why I Hunt"
(44 -46), "Butterflies Are Free?" (47 – 49) and
"A New Round of Port Authority Gouging"
(49 - 51). Note that the second essay uses
research to make its case, and it documents
that research properly by having a Works
Cited section at the end, and in-text
parenthetical citations to show what sources
were used in various locations of the paper.
Note that the essay, "If We Aren’t Supposed
to Eat Animals, Why Are They Made of
Meat?" is the exact opposite of what we are
aiming for — a narrow-minded, very
prejudicial paper that is opinion only, and
totally fails to make a case that can stand up
in public. It’s the equivalent of rabble
rousing.
Also, check carefully through the brief section in the back, “Common Writing Confusions” (57 - 62), for any problems that you had in your returned Personal Narrative Essay.
Agenda — ENG 101, Sec. 93973  
October 18, 2010 (C-015)

I. Preliminaries  
Looking Ahead in the Schedule  
Process Paper or Comparison / Contrast Due

II. Argumentative Paper Assignment  
— Due April 5.  
Argumentation as Persuasion  
Persuasion vs. Stating Opinions  
Audience Considerations  
Means of Persuasion  
Trustworthiness: Being Knowledgeable and Fair Minded (no distortion, slanting, quoting out of context, name calling)  
Types of Arguments: Statements of Fact, Judgments, Expert Testimony  
Types of Inferences (Generalization, Causal Reasoning, Errors in Causal Reasoning)  
Potential Subjects  
Avoiding Large, General Topics — (ENG 101 First Writing Assignments, 42 - 43)  
Workable Topics  
Thesis Statement: Focal Center of Argument  
Testing and Revising by Pros and Cons  
Requirements: Restriction, Unity, Precision  
Unexamined Thesis Statements Lead to Horrendous and Impossible Papers: Samples  
Developing a Viable Argument: Cell-Phone Sample

III. Argumentative Case Studies: Sample Papers  
"Why I Hunt" (ENG 101 Writing Assignments, 44 - 46)  
Handling the Opposition  
Ethos of the Knowledgeable, Fairminded Arguer  
Building the Argument Itself  
Handout Samples  
"Why Should We Vote?"  
"The Downloading War"

"Butterflies Are Free?" (47 - 49)

IV. Logical Fallacies / Distortions of Logic  
The Fallacies — (ENG 101 First Writing Assignments, 52 - 56)  
Ignoring the Burden of Proof  
Creating Smokescreens and False Issues  
Simplistic Logic  
Case Study: Two Samples

Assignment for Next Week (October 25):  
Final Draft of Personal Narrative is Due (10/25).  
All final drafts must be from papers that were turned in on time; the previous markup needs to be attached.  
Preliminary Draft of Next Paper. Try a first draft of your argumentative paper.  
Make sure you select a subject that can be done within the short length of the assignment, something not too large or complicated.  
Before you start any writing, be very careful to check out your thesis statement with pros and cons; modify your thesis so that you can successfully be persuasive to a large, mixed audience.

In Pocket Keys for Writers:  
Thoroughly troubleshoot all problems indicated on the checksheet attached to your returned personal narrative paper. As a competent writer, you must overcome these if you are to succeed. Thoroughness now on these issues will help prevent agony and low grades later on.

In ENG 101 First Writing Assignments:  
Again, thoroughly review the section on the "Argumentative Paper Assignment,"40 - 56. For strategy, thoroughly review the sample essays themselves, ""Why I Hunt" (44 -46), "Butterflies Are Free?" (47 - 49) and "A New Round of Port Authority Gouging" (49 - 51).
Agenda — ENG 101, Sec. 93973  
October 25, 2010 (C-015)

I. Looking Ahead in the Schedule
   In-Class Paper: November 8.
   Details and Handout
   Final draft of Personal Narrative is due tonight.

II. In-Class Paper Assignment
   Short narrative, written in class on November 16.
   Policies about absence, etc.
   Bring in needed support material: Keys, blue book, dictionaries, thesaurus, etc.

III. Return of Process or Comparison / Contrast Papers
   Comments
   Questions

   Recap of Assignment
   Persuasion vs. Stating Opinions
   Means of Persuasion
   Testing and Revising by Pros and Cons
   Subjects
   Sample Papers Recap: Strategies and Problems
   "Why I Hunt" (ENG 101 First Writing Assignments, 44 - 46)
   "Why Should We Vote?"
   "The Downloading War"

V. The Argumentative Paper Supported by Research
   Discussion of "Butterflies Are Free?" and "A New Round of Port Authority Gouging" (49 - 51) as an argument.
   Specific proof needed to support a thesis — here, the numbers absolutely are needed.
   Use of proper research apparatus — proper in-text citations and proper WC entries.
   Honest Borrowing and Plagiarism

   Quoting, Paraphrasing, Summarizing
   Proper MLA formats for in-text citation and for full bibliographical information in Works
   "Butterflies Are Free?" (47 - 49)
   "A New Round of Port Authority Gouging?"

   Pertinent Sections in Pocket Keys:
   Evaluating Print / Internet Sources — Keys 43 - 48
   Notes and Note Taking, Citing Sources, Avoiding Plagiarism — Keys 50 - 62
   What to Cite — Keys 53
   Integrating Quotations, etc. — Keys 57 - 62

   MLA Documentaton
   MLA In-Text Citations (variations) — Keys 68 - 75
   MLA Works Cited Entries (variations) — Keys 76 - 97
   Sample Research Paper — Keys 98 - 110

IV. Logical Fallacies / Distortions of Logic
   The Fallacies — (ENG 101 First Writing Assignments, 52 - 56)
   Ignoring the Burden of Proof
   Creating Smokescreens and False Issues
   Simplistic Logic
   Case Study: Two Samples

Assignment for Next Week (November 1):
   Argumentative Paper First Draft is Due.
   In class, we will go over the research paper assignment.
   Do not forget the in-class paper to be done on November 8. You will have the complete period to do this. Do all preparations needed beforehand. Bring in what you wish to use as resources — e.g., Pocket Keys, dictionary, etc.
   For anyone who cannot appear on that night, please make alternative arrangements with the instructor before this class time; failure to do this can cause forfeiture.
Agenda — ENG 101, Sec. 93973
November 1, 2010 (C-015)

I. Preliminaries
   In-Class Paper: November 8.
   Argumentative Paper first draft is due.

II. Review of In-Class Paper Assignment
   Short narrative, written in class
   Policies about absence, etc.
   Bring in needed support material: Keys, blue book, dictionaries, thesaurus, etc.

III. Overview of Research Project Assignment
   Research as a Survival Skill in an Uncertain World
   Objectives of the Project
   Overall Summary of the Project
   Requirements for the Paper
   Requirements for Sources
   Requirement for Individual Conferences
   Milestones for Conferences
      May 3: Outline of the Paper to be Submitted
      May 10: Partial Draft (at least)
   Discussion of Subjects
   Subjects Not Suited for Research
   Examples of Recent Subjects
   Other Potential Subjects
   Launching the Research Procedure
   Steps and Stages
   Required attachments

IV. Works Cited Entries / In-Text Citations Exercise — Proper Formats for Them
   To avoid the chaos of everyone trying to do this in his or her own way, there is a standard way to do this, and we need to learn how (MLA documentation).
   Works Cited Section: This goes after the text, and it gives full bibliographical information so that the paper’s reader can locate the original sources.

In-Text Citations: These identify the source for portions of the paper’s text. They link directly to entries in the Works Cited section at the end of the paper. They go in parentheses and, for print sources, include the page number.

Handout: Sample Sources that Vary in Type
Assignment: Through lookup in the Keys reference, for each source write a proper Works Cited Entry and then a proper In-Text Citation.

Specific Reference Sections in: Pocket Keys
MLA Documentation
MLA In-Text Citations (variations) — Keys 62 - 68
MLA Works Cited Entries (variations) — Keys 68 – 88
Sample Research Paper — Keys 89 – 90
(retain your photocopied version of the whole text)

Assignment for Next Week (11/8, 11/15):
   The in-class paper to be done on November 8. You will have the complete period to do this. Do all preparations needed beforehand. Bring in what you wish to use as resources — e.g., Keys, dictionary, etc.
   For anyone who cannot appear on that night, make alternative arrangements with the instructor before this class time; failure to do this can cause forfeiture.

   Final Draft of Process or Comparison / Contrast is Due. All final drafts must be from papers that were turned in on time; the previous markup needs to be attached.

   After the in-class paper, we will go into more details of the research assignment.

For November 15:
   There will be no agenda for the week of the in-class paper, so for November 15:
   Final Draft of Process / Contrast paper is due 11/15.
   Note: Final Draft of the Argumentative paper is due 11/23.
   Bring in the Keys book to class, as it’s the indispensable reference for research.
   Read over the important sections of Keys:
Evaluating Print / Internet Sources — *Keys* 43 - 48

Notes and Note Taking, Citing Sources, Avoiding Plagiarism — *Keys* 50 - 62

What to Cite — *Keys* 53

Integrating Quotations, etc. — *Keys* 57 - 62
Agenda — ENG 101, Sec. 93973  
November 8, 2010 (C-015)

In-Class Paper

Final Draft of Process or Comparison / Contrast is Due November 15.

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Agenda — ENG 101, Sec. 93973  
November 15, 2010 (C-015)

I. Preliminaries
   Looking ahead in the schedule.
   Argumentative Paper Final Draft is Due.

II. Return of In-Class Papers
   Comments
   Questions

III. Review of Research Project
     Assignment
     Objectives of the Project
     Overall Summary of the Project
     Requirements for the Paper
     Requirements for Sources
     Requirement for Individual Conferences
     Milestones for Conferences
     May 3: Outline of the Paper to be Submitted
     May 10: Partial Draft (at least)
     Discussion of Subjects
     Subjects Not Suited for Research
     Examples of Recent Subjects
     Other Potential Subjects
     Launching the Research Procedure
     Steps and Stages
     Review of exercise on Works Cited and in-text parenthetical citation formats.

IV. Time Slot Selection — Individual Conferences (Nov. 29, Dec. 6)

V. Pertinent Sections in Pocket Keys
   Evaluating Print / Internet Sources — Keys 43 - 48
   Notes and Note Taking, Citing Sources, Avoiding Plagiarism — Keys 50 - 62
   What to Cite — Keys 53
   Integrating Quotations, etc. — Keys 57 - 62
   MLA Documentation
   MLA In-Text Citations (variations) — Keys 68 - 75
VI. Exercise: Paraphrasing

Photocopied sources of various kinds are analyzed and then converted into proper WC and citation formats.

VI. Research Paper Samples: How the Parts Work Together

"How American Places Get Their Names" — handout

"Safety First: Women and Men in Police and Fire Departments" — handout

Assignment for Next Week (November 23):

Final Draft of the Argumentative paper is due 11/23.

Research sources are due for approval. This is your projected Works Cited section for your research paper.

These are to be put in proper MLA formats as a Works Cited section, all properly formatted and alphabetized. This must be printed, not handwritten.

Work on the Research Assignment

Thoroughly review the research assignment handouts, including reading the two research papers in full. Look very carefully in each one for how the sources are blended through the papers to carry out the purpose of the writer and how each source in documented — as in text citations and as entries in the Works Cited sections at the end.

Think carefully what subject you may wish to develop in the research paper. This is an opportunity to spend a considerable amount of time on a subject that you may wish you knew better now than you do. Think carefully about personal interests that you have.

Absolutely stay away from typical high school research paper subjects — e.g., anorexia, bulimia, recreational drugs, abortion. You need to think forward now. Also stay away from subjects that are typical HS 11 research paper subjects; it is not ethical or acceptable to try to write one paper and turn in two copies, one for each of two different courses.

Thoroughly review the MLA documentation section in Pocket Keys, especially 68 – 76 (variations in in-text citations), 77 - 97, (variations in Works Cited entries according to type of source), and 98 – 110, (the sample research paper, which shows how all the elements are used together).
I. Preliminaries
Schedules for Conferences

II. Recapitulation of the Research Assignment
Milestones for Conferences
Envisioning Outline of Paper
Drafting the Paper (using / blending quotes, paraphrases, summaries, etc.)
Pertinent Sections of Pocket Keys
  Evaluating Print / Internet Sources — Keys 43 - 48
  Notes and Note Taking, Citing Sources, Avoiding Plagiarism — Keys 50 - 62
  What to Cite — Keys 53
  Integrating Quotations, etc. — Keys 57 - 62
MLA Documentation
  MLA In-Text Citations (variations) — Keys 68 - 75
  MLA Works Cited Entries (variations) — Keys 76–97
  Sample Research Paper — Keys 98 - 110

III. Exercise in Works Cited Formats

IV. Exercise in Proper Paraphrasing

V. Examination of Sample Research Paper from Pocket Keys (98 - 110).

"Safety First: Women and Men in Police and Fire Departments" — handout

VI. Collection of Research Sources
Commentary

Assignment for Next Weeks (Nov. 29, Dec. 13)
Normal classes are replaced by the individual conferences specified on the appointment sheet. Please be prompt for your appointment, since arriving with two minutes left and with the next person waiting could greatly shorten your already short appointment. If you have any difficulty with making your appointment, please be in touch: 548-3590. You may switch your appointment with someone else’s if you wish, as long as both of you agree to the arrangement. In problematic situations, we can arrange another mutually convenient time, but inform me before the scheduled meeting.

Please be ready for the milestone for each meeting, per the assignment sheet. If questions or difficulties arise during the project, please call: 548-3590. If I am not in the office, the message should transfer directly to voice mail, and I will respond as soon as I can.

Milestones and Other Considerations
11/29: The milestone for this night is the outline of the paper to be written, in full-sentence form. The more detailed the outline, the more useful it is to you as a map of the paper you will be writing. The outline should be as long as the outline given in the assignment, the outline for the naming of places paper.
12/6: This milestone is a partial draft of the paper — a few pages of what you will finish off for the week following, when the paper is due. Because our appointments are only ten minutes, it would be best if you can e-mail it to me two days before the appointment, since there is not that much we can do if I receive a draft cold at the appointment. Getting the partial draft beforehand gives me the chance to do markup so we can spend our appointment very productively.

Common areas of problems in drafts: failure to use in-text citations (failure in format, failure to use them when and where needed); failure to quote exactly, word for word, when quoting; failure to blend quotes smoothly with your commentary; awkward blending of sources while developing an idea; use of long quotes where not needed, padding the paper (instead of using summary); a plagiaristic tendency to borrow phrasing from sources without properly quoting or acknowledging it; borrowing ideas without acknowledging them; improper use of
ellipsis (...) or brackets [ ]; improper formats for Works Cited entries; sloppy work, etc.

The completed Research Paper — with required attachments — is due at the end of the course — in our case, December 13.