

## ENC 3310: Advanced Exposition

Section: 5599

Periods: T 2-3, Th 3

Professor: Raúl Sánchez

Email: [rsanchez@ufl.edu](mailto:rsanchez@ufl.edu)

Office Hours: Thursday, Period 4 (or by appointment)

Term: Spring 2014

Room: Matherly 3

Office: Turlington 4216

Office Phone: 352.294.2884

### Course Description

This course gives you guidance and practice in two main areas:

- 1) writing expository essays, documents in which your main purpose is to convey some idea or information to readers. Such essays can contain many different features, but we will focus on three: *defining*, *comparing*, and *evaluating*. To guide your practice, we will study and apply basic issues in *prose style*.
- 2) assessing your own writing carefully, thoroughly, and accurately. The goal of this is to make you a conscious, self-reliant, and therefore stronger writer in the long run.

*Note: This course can provide 6000 words toward the UF Writing Requirement, provided you earn a C or better.*

### Texts

Williams and Colomb - *Style: The Basics of Clarity and Grace*, 4<sup>th</sup> ed.

Various sample essays and other handouts, provided by me.

## Semester Overview

January 7, 9, 14, 16

- We will read and discuss various examples of expository writing, and we will establish basic criteria for the *defining, comparing, and evaluating* essays.

January 21 and thereafter

- On Tuesdays (or Wednesdays) you will meet with me individually, for 15 minutes, to discuss your essays-in-progress and your finished essays.
- On Thursdays we will meet as a class to discuss specific issues of prose style.

*Please see the calendar starting on p. 7 for details.*

## Work Requirements

Nine expository essays.

- Almost any topic will be appropriate (except social media and the internet).
- Essays 1, 2, 4, 5, 7, 8 will be 800 words long, each.
- Essays 3, 6, 9 will be 1200 words long, each.
- Each essay will be due one week after the individual conference in which we discuss it.
- Regardless of length, each essay will be worth 10 points toward your final grade.

Nine revision statements.

- You will write these after our individual conference but before you turn in the final draft of each essay.
- They will explain how you plan to revise each essay, based on what we will have discussed at your individual conference.
- Each statement will be 50 words long.
- Each statement will be due 48 hours after your individual conference.
- Each statement will be worth 1 point toward your final grade.

### Essay Grades

- 0-5 E You submitted no essay or an essay we did not discuss in conference.
- 6-6.9 D range The essay *poorly* applies defining, comparing, or evaluating to its larger purpose, Its prose style is unclear; it *hinders* a reader's understanding, It contains at least *five* infelicities of grammar and/or usage.
- 7-7.9 C range The essay *adequately* applies defining, comparing, or evaluating to its larger purpose, Its prose style is neutral; it *neither hinders nor helps* a reader's understanding, It contains *three or four* infelicities.
- 8-8.9 B range The essay *skillfully* applies defining, comparing, or evaluating to its larger purpose, Its prose style is clear; it *helps a* reader's understanding, It contains *one or two* infelicities.
- 9-9.9 A range The essay *masterfully* applies defining, comparing, or evaluating to its larger purpose, Its prose style is clear and graceful; it *delights* a reader, It contains *no* infelicities.

### Revision Plan Grades

- 0 Not submitted, submitted late, or is too vague.
- 1 Submitted on time, with clearly stated goals.

**Final Grade Scale**

| <i>Points</i> | <i>Letter</i> | <i>GPA</i> |
|---------------|---------------|------------|
| 0-59          | E             | 0          |
| 60-62         | D-            | 0.67       |
| 63-66         | D             | 1.00       |
| 67-69         | D+            | 1.33       |
| 70-72         | C-            | 1.67       |
| 73-76         | C             | 2.0        |
| 77-79         | C+            | 2.33       |
| 80-82         | B-            | 2.67       |
| 83-86         | B             | 3.0        |
| 87-89         | B+            | 3.33       |
| 90-92         | A-            | 3.67       |
| 93-100        | A             | 4.0        |

**Attendance Policy**

You must come to classes and individual conferences. You must be on time to both:

- After three absences, your final grade drops one full letter (B drops to C, B- drops to C-, and so on)
- If you are more than five minutes late to a class or conference, you are absent
- If you are unprepared for a class or a conference, you are absent.

**Other Important Policies**

- In order for your essay to earn points, you and I must have reviewed it in conference. Otherwise, it will earn zero points.

- I don't accept late work, so you must plan ahead for technical difficulties such as failed printers, crashed hard drives, lack of internet, and so on.
- If you plagiarize a draft or final version of an essay, you will earn an E for the course, and I will report the incident to the [Dean of Students](#) for further action. Please visit [this link](#) for more details.

### **Course Grade Appeal**

You may appeal your course grade by consulting [Prof. Stephanie Smith, Associate Chair, Department of English.](#)

### **Student Disabilities**

The [Disability Resource Center](#) in the Dean of Students Office provides information and support regarding accommodations for students with disabilities. For more information, please visit [this link.](#)

### **Harassment**

UF provides an educational and working environment that is free from sex discrimination and [sexual harassment for its students, staff, and faculty.](#) For more about UF policies regarding harassment of any kind, please visit [this link.](#)

### **Academic Honesty and Definition of Plagiarism**

All students must abide by the [Student Conduct and Honor Code.](#) For more information about academic honesty, including definitions of plagiarism and unauthorized collaboration, please visit [this link.](#)

You commit plagiarism when you present the ideas or words of someone else as your own. You commit plagiarism if you use any of the following without crediting the source:

- Any part of another person's essay, speech, or ideas
- Any part of an article in a magazine, journal, newspaper, book, encyclopedia, web page, etc.
- Any idea from another person or writer, even if you express that idea in your own words.

### **Online Evaluation**

During the last two or three weeks of the semester, you will be able to evaluate the quality of instruction in this course (<https://evaluations.ufl.edu>). You will receive an email message letting you know the exact dates. Also, you can see results of evaluations (<https://evaluations.ufl.edu/results/>).

## January 2014

| For the Week                       | Monday | Tuesday  | Wednesday | Thursday  | Friday |  |
|------------------------------------|--------|--|-----------|---|--------|--|
|                                    |        |  | 1         | 2   | 3      |  |
|                                    | 6      | 7<br>Class Meeting 1<br><i>Introduction</i>                    | 8         | 9<br>Class Meeting 2<br><i>Defining (handout + criteria)</i>    | 10     |  |
|                                    | 13     | 14<br>Class Meeting 3<br><i>Comparing (handout + criteria)</i> | 15        | 16<br>Class Meeting 4<br><i>Evaluating (handout + criteria)</i> | 17     |  |
| Essay 1 conferences                | 20     | 21   | 22        | 23<br>Class Meeting 5<br><i>Style Lesson 2: Actions</i>         | 24     |  |
| Essay 1 due<br>Essay 2 conferences | 27     | 28   | 29        | 30<br>Class Meeting 6<br><i>Style Lesson 3: Characters</i>      | 31     |  |
|                                    |        |  |           |   |        |  |

## February 2014

| For the Week                       | Monday    | Tuesday   | Wednesday | Thursday  | Friday    |  |
|------------------------------------|-----------|-----------|-----------|---|-----------|--|
|                                    |           |           |           |   |           |  |
| Essay 2 due<br>Essay 3 conferences | <b>3</b>  | <b>4</b>  | <b>5</b>  | <b>6</b><br>Class Meeting 7<br><i>Sample Essay</i><br>(handout)                                   | <b>7</b>  |  |
| Essay 3 due<br>Grading conferences | <b>10</b> | <b>11</b> | <b>12</b> | <b>13</b><br>Class Meeting 8<br><i>Style Lesson 4:</i><br><i>Cohesion and</i><br><i>Coherence</i> | <b>14</b> |  |
| Essay 4 conferences                | <b>17</b> | <b>18</b> | <b>19</b> | <b>20</b><br>Class Meeting 9<br><i>Style Lesson 5:</i><br><i>Emphasis</i>                         | <b>21</b> |  |
| Essay 4 due<br>Essay 5 conferences | <b>24</b> | <b>25</b> | <b>26</b> | <b>27</b><br>Class Meeting 10<br><i>Sample Essay</i><br>(handout)                                 | <b>28</b> |  |
|                                    |           |           |           |   |           |  |



## March 2014

| For the Week                       | Monday                    | Tuesday                   | Wednesday                 | Thursday  | Friday                    |  |
|------------------------------------|---------------------------|---------------------------|---------------------------|---|---------------------------|--|
|                                    |                           |                           |                           |   |                           |  |
| <b>Spring Break</b>                | <b>3<br/>Spring Break</b> | <b>4<br/>Spring Break</b> | <b>5<br/>Spring Break</b> | <b>6<br/>Spring Break</b>   | <b>7<br/>Spring Break</b> |  |
| Essay 5 due<br>Essay 6 conferences | <b>10</b>                 | <b>11</b>                 | <b>12</b>                 | <b>13</b><br>Class Meeting 11<br><i>Style Lesson 6:<br/>Concision</i> | <b>14</b>                 |  |
| Essay 6 due<br>Grading conferences | <b>17</b>                 | <b>18</b>                 | <b>19</b>                 | <b>20</b><br>No Class Meeting<br><i>(CCCC Convention)</i>             | <b>21</b>                 |  |
| Essay 7 conferences                | <b>24</b>                 | <b>25</b>                 | <b>26</b>                 | <b>27</b><br>Class Meeting 12<br><i>Sample Essay<br/>(handout)</i>    | <b>28</b>                 |  |
|                                    | <b>31</b>                 |                           |                           |   |                           |  |

## April 2014

| For the Week                       | Monday | Tuesday | Wednesday | Thursday  | Friday |  |
|------------------------------------|--------|---------|-----------|---|--------|--|
| Essay 7 due<br>Essay 8 conferences |        | 1       | 2         | 3<br>Class Meeting 13<br><i>Style Lesson 7;</i><br><i>Shape</i>     | 4      |  |
| Essay 8 due<br>Essay 9 conferences | 7      | 8       | 9         | 10<br>Class Meeting 14<br><i>Style Lesson 8:</i><br><i>Elegance</i> | 11     |  |
| Essay 9 due<br>Grading conferences | 14     | 15      | 16        | 17<br>Class Meeting 15<br><i>To Be Announced</i>                    | 18     |  |
|                                    | 21     | 22      | 23        | 24  | 25     |  |
|                                    | 28     | 29      | 30        |   |        |  |
|                                    |        |         |           |   |        |  |