Course Information

Description
This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research, and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

Total Credits
3.00

Pre/Corequisites

Prerequisite
Each Wisconsin Technical College determines the General Education course prerequisites used by their academic institution. If prerequisites for a course are determined to be appropriate, the final Course Outcome Summary must identify the prerequisites approved for use by the individual Technical College.

Course Competencies

1. Establish document purpose

   Assessment Strategies
   1.1. completing a variety of essays on an assigned topic designed to achieve a variety of purposes

   Criteria
   Your performance will be successful when:
   1.1. you generate sufficient ideas to complete documents
   1.2. you recognize appropriate purpose for the type of document assigned
   1.3. you match purpose of document to the audience's need

2. Appraise audience

   Assessment Strategies
   2.1. analyzing and identifying audience characteristics using a verbal or written mechanism
   2.2. constructing a written product that adheres to audience specifications

   Criteria
   Your performance will be successful when:
   2.1. you can explain the importance of knowing your audience when writing text
   2.2. you can identify the characteristics specific to audience types when determining the text to be created
   2.3. you can address the unique/special features of the audience when writing text

3. Organize document content

   Assessment Strategies
   3.1. through written documents
Criteria

Your performance will be successful when:

3.1. written document is suited to purpose and audience
3.2. written document contains a distinct introduction, body and conclusion
3.3. written document reflects tone to purpose and audience of document
3.4. written document utilizes appropriate transitions within a document

4. Differentiate essay parts

Assessment Strategies
4.1. completing an analysis of essay parts
4.2. developing a written essay

Criteria

Your performance will be successful when:

4.1. your analysis classifies the elements common to each part of a well written essay
4.2. your analysis explains/describes the similarities and differences in each part of essays critiqued
4.3. written essay contains topic sentence
4.4. written essay contains clearly stated thesis
4.5. written essay contains paragraph unity with supporting details
4.6. written essay contains introduction, body, conclusion paragraphs
4.7. written essay contains overall good organization of content

5. Construct topic sentences

Assessment Strategies
5.1. completing written documents

Criteria

Your performance will be successful when:

5.1. topic sentence is written using standard grammar, structure and punctuation
5.2. topic sentence communicates the purpose and intent of each paragraph
5.3. topic sentence is clear and concise in its message

6. Devise thesis statements

Assessment Strategies
6.1. completing a critique of thesis statements
6.2. completing a thesis statement for written document

Criteria

Your performance will be successful when:

6.1. critique identifies the key words that state the thesis
6.2. critique discriminates the characteristics of a thesis statement
6.3. thesis statement adheres to standard rules of grammar and punctuation
6.4. thesis statement clearly communicates authors purpose

7. Compose paragraph types: Introductory, concluding, topical, and transitional

Assessment Strategies
7.1. in classroom discussion, small-group, or individual work
7.2. by writing paragraphs as determined by your instructor

Criteria

Your performance will be successful when:

7.1. you identify the different types of paragraphs
7.2. paragraph adheres to standard rules of grammar and punctuation
7.3. you integrate the different types of paragraphs into your writing
7.4. paragraph contains sentences that depict intent and purpose
7.5. paragraph exhibits voice and tone appropriate for intended audience
7.6. paragraph exemplifies a variety of techniques such as narration, description, classification, analysis, definition
7.7. paragraph content communicates message in an organized progression of thoughts, etc.

8. Employ rhetorical strategies

Assessment Strategies
8.1. completing written documents

Criteria

Your performance will be successful when:
8.1. essay follows standards of grammar and punctuation
8.2. essay incorporates elements of the writing process
8.3. essays integrate a variety of techniques specified by the purpose of the essay
8.4. essay follows prescribed format of organization and paragraph development
8.5. essay illustrates type of exposition in written work
8.6. essay uses language and style appropriate for audience
8.7. essay matches the tone to purpose of essay

9. Apply revision skills

Assessment Strategies
9.1. in original development of written documents

Criteria

Your performance will be successful when:
9.1. revision can be defended
9.2. revision is based on recognized improvements
9.3. revision includes proofreading, editing and rewriting areas needing rework
9.4. revision steps are acknowledged as an essential part of successful essay development

10. Prepare written documents

Assessment Strategies
10.1. by completing a final document as assigned

Criteria

Your performance will be successful when:
10.1. document exhibits changes required
10.2. document contains a clear, well written thesis
10.3. document includes paragraph development that support the thesis
10.4. document incorporates all elements of essay development for topic or purpose given
10.5. document adheres to the MLA or APA guidelines
10.6. document adheres to conventional standards of English usage, punctuation, and spelling

11. Establish critical reading skills

Assessment Strategies
11.1. by writing a critique of published readings
11.2. by completing analysis of published readings

Criteria

Your performance will be successful when:
11.1. critique summary accurately represents the main ideas
11.2. critique includes an explanation of your personal opinion
11.3. critique includes both positive and negative comments
11.4. personal opinion is specific
11.5. critique is well organized
11.6. critique is clear and concise
11.7. critique evidences correct grammar, punctuation, and spelling
11.8. critical reading analysis includes interpretation of the relationship of the thesis or topic to its supporting paragraphs
11.9. critical reading analysis accurately recognizes the main message of the essay
11.10. critical reading analysis reflects the learners position on the effectiveness of the author's text
11.11. critical reading analysis reflects learners ability to discern the essential elements of the author's works
11.12. analysis is well organized
11.13. analysis evidences correct grammar, punctuation, and spelling

12. **Investigate information sources**

Assessment Strategies
12.1. completing an investigation project
12.2. you adhere to the timeline and format stipulated

Criteria

*Your performance will be successful when:*
12.1. you follow techniques for conducting searches using Internet or other electronic information sources
12.2. you documented resources gathered using prescribed guidelines
12.3. you examine the appropriateness of the resources using given set parameters
12.4. you classify resources as primary and secondary for inclusion in paper.

13. **Integrate research techniques**

Assessment Strategies
13.1. completing research project

Criteria

*Your performance will be successful when:*
13.1. project includes in-text citation to document sources
13.2. researched sources are documented using MLA or APA standards
13.3. techniques for conducting electronic searches for given topic are documented as a procedure for integration
13.4. you examine the appropriateness of the resources used given set parameters