**JOMC 100**

**Grammar, Punctuation and Word Usage**

**Fall 2014**

(Note: This is a 1.5-credit-hour course.

The last day of class is Monday, Oct. 13.)

**Instructor Information:**

Rhonda Gibson, Ph.D.

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(919) 843-8296

Office Hours: 11:30-1 p.m. Monday and Wednesday, noon-1 p.m. Tuesday.

Also by appointment.

**Course Introduction and Objectives:**

Grammar and punctuation are the building blocks for the English language, and you can’t be a truly effective communicator without understanding how to use them. This class will focus on the practical application of grammar, punctuation and sentence structure rules. By the end of the term, the goal is for you to become competent in and comfortable with the technical aspects of writing and word usage. This will take a significant amount of consistent effort on your part. As with any new (or revisited) skill, it’s important to practice, practice, practice. Being a good writer will help you in your college classes, in your career(s), and in your personal life. It’s a wonderful skill to have, and the work you put into this class will benefit you for many years to come. No one ever lost a job because he or she was too good of a writer!

Specifically, this class is designed to:

1. Convince you of the importance of good writing skills and the joy of possessing such skills.
2. Introduce you to (or remind you of) the parts of speech in the English language.
3. Teach you how to combine those parts of speech into clear and concise sentences that convey a desired point.
4. Teach you how to use punctuation in an accurate and effective manner.
5. Get you to the point that you can pass the School of Journalism and Mass Communication’s grammar and word usage test.

**Textbook:**

Grammar Girl Presents The Ultimate Writing Guide for Students (2011) by Mignon Fogarty

**Grades:**

Your course grade will be computed using the following formula:

Final Exam: 50%

Unit Tests (one on punctuation and one on grammar/word usage): 50% (2 @ 25% each)

**Attendance:**

Attendance is very important in this class.  It's how you will learn grammar!  There are no "excused" or "unexcused" absences in this class.  If you are not present for class, you're absent.  If you are present for all classes (arriving on time and staying for the entire class), **you will receive a bonus of two points on your final course grade**.  If you miss one class, your final grade will not be affected at all.  If you miss two classes, you will have one point deducted from your final grade.  If you miss three classes, you will have two points deducted from your final grade, etc.

This policy will be applied to everyone in the same way, so please do not ask for an exception.

**Course Schedule:**

Daily readings and homework assignments will be posted on the Day-by-Day pages on Sakai. Please look at each week’s Day-by-Day page BEFORE coming to class.

**Key Dates:**

Unit Exam 1 (grammar): Sept. 15

Unit Exam 2 (punctuation and word usage): October 6

Final Exam: October 13

**Core Competencies:**

The Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) requires that, irrespective of their particular specialization, all graduates should be aware of certain core values and competencies. This course will help you to develop these specific competencies:

• Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve

•Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness