



School of Education
Department of Languages & Translation
Syllabus

Course Code/Title/ Section: Eng1315/Editing and Proofreading /A-B
Course Prerequisite: -
Course Date/ Time/Room : Mondays & Wednesdays – 2:00-3:15 p.m.
Room 210C
Instructors: Amal Farhat

LIU Emails: amal.farhat@liu.edu.lb

Office Hours:
Office Address:
Academic year: 2015-2016
Semester: Fall

Overall Aims of the Course:

The purpose of this course is to familiarize students with proofreading and editing skills in order to improve their overall writing ability. Throughout the semester, they will learn the difference between proofreading and editing while getting hands-on experience in all stages of the writing process.

The course will focus on specialized writing, proofreading and revision techniques. The assignments will introduce the students to a diverse range of administrative and technical documents.

Intended Learning Outcomes of the Course (ILOs)

By the end of the course, students should be able to:

- Knowledge and Understanding
 - Distinguish between proofreading and editing.
 - Recognize the significance of editing and proofreading within the writing process.
 - Identify errors in documents that need to be corrected.
- Intellectual Skills

- Demonstrate their understanding of correcting written texts (their own and their peers’).
- Justify their edits/corrections.
- Professional and Practical Skills
 - Employ specialized editing and proofreading skills to polish documents.
 - Apply the correct grammar and stylistic rules.
 - Use the proofreading symbols.
- General and Transferable Skills
 - Edit documents according to each work setting’s style guide.
 - Think creatively and holistically when editing and proofreading a document.

Linguistic Combinations:

English

Required Textbook:

Lectures and Notes will be provided accordingly to class before each session

-Proofreading, revising and editing skills success in twenty minutes a day, Smith Brady

Recommended Dictionaries/ References:

- Longman, Dictionary of Contemporary English, 5th edition, 2009.
- Cobuild, Collins: A Dictionary of Phrasal Verbs. Collins, 1990

General Rules and Regulations:

- **Registration:** Only students who are officially enrolled in the class may attend. If you are not officially enrolled and wish to add the class, please contact the admission office.
- **Attendance and Punctuality:** You must always come to class on time; if you are late for more than 5 minutes, you’ll be allowed to attend, but you’ll be considered absent.
- **Behavior in Class:** You are not allowed to leave the classroom without the permission of the instructor. You must abide at all times by the university rules and regulations pertaining to drinking, eating and using mobile phones.
- **Submission of Assignments:** You must hand in your assignments typed and printed out (with diacritics for Arabic texts). More importantly, you must honor submission deadlines, or you’ll be penalized (-10% for every day of delay).
- **Absence and Make-ups:** You are held responsible for everything (explanation, preparation, assignment, exam, etc.) given in class upon any absence (whether justified or not). As for missed exams, you will not be allowed to sit for make-ups without proper documentation. Make-up exams are not allowed for any type of unexcused absences, including missing class to study for a test, oversleeping, not being ready to take the exam, or having to work at an outside job. You will receive a ZERO for that exam.
- **Grievance Procedure:** If you have a concern at any time during the course, please speak with your instructor directly either during office hours, by appointment, or via email. If you want to appeal a grade, the department policy is that you MUST make the grade appeal in writing to your instructor first. Prepare and submit a typed argument

indicating what your specific appeal is and what grade you believe you deserved. Turn in the appeal before or after class, during office hours, or at a scheduled appointment within one week of the grade being returned. If you have employed these measures and are still dissatisfied, or feel that an appropriate resolution may not be reached by working with your instructor, then you should contact your advisor, Mrs. Nadine Nasrallah, via email at nadine.Nasrallah@liu.edu.lb.

- **Email:** You are required to use the LIU email provided to you by the IT Office in all electronic communications with your instructors.
- **Plagiarism:** Any student who has intentionally or unintentionally committed plagiarism will receive an F on the paper in question. Moreover, if there is a demonstrable intention to deceive involved in the incident of plagiarism, the student may be charged with misconduct as stipulated by the University Code of Misconduct.

Correction Criteria:

Exams and assignments in this course will be corrected according to the following criteria:

1. Comprehension: 50%/ 1 mistake =5%/ 10 mistakes & more: 0/50
2. Grammar: 20%/ 1 mistake =1%/ 20 mistakes & more: 0/20
3. Structure: 10%/ 1 mistake =2%/5 mistakes & more: 0/10
4. Word Choice-Terminology: 10%/ 1 mistake =1%/ 10 mistakes & more: 0/10
5. Intelligibility: 10%/ subjective evaluation of the oral or written text by the instructor.

Grade Distribution:

The final grade of this course is an accumulation of the grades obtained during the semester upon the following distribution:

- **Assignments:** 20%
- **Quizzes:** 20%
- **Participation:** 10%
- **Midterm** 20%
- **Final Exam:** 30%

Tentative Plan of study:

This plan is tentative and may change according to the needs of the class.

Week	Topic	Notes
1	Icebreaking Syllabus Understanding the writing process (Smith, Lesson 1)	
2	Pretest Writing sentences (Smith, Lesson 2)	
3	Avoiding awkward sentences (Smith, Lesson 3) Creating sentence variety (Smith, Lesson 4)	
4	Shaping paragraphs (Smith, Lesson 5) Using transitions (Smith, Lesson 6)	

5	Establishing a writing style (Smith, Lesson 7) Using modifiers (Smith, Lesson 11)	Essay writing (writing process, sentence variety, shaping paragraph, transitions, style and modifiers) Peer revision Self-revision
6	Checking capitalization and spelling (Smith, Lesson 12) Punctuating sentences (Smith, Lesson 13)	
7	Midterm	
8	Using commas (Smith, Lesson 14) Midterm	
9	Using semicolons and colons (Smith, Lesson 15) Using apostrophes in plurals and possessives (Smith, Lesson 16)	
10	Using quotation marks (Smith, Lesson 17) Turning passive verbs into active verbs (Smith, Lesson 8)	
11	Making sure subjects and verbs agree (Smith, Lesson 9) Making sure nouns and pronouns agree (Smith, Lesson 10)	
12	Using hyphens, dashes, ellipses (Smith, Lesson 18)	Quiz on all punctuation topics
13	Checking for commonly confused words and clichés (Smith, Lesson 19) Putting it all together (Smith, Lesson 20)	
14	Post test	