

Louisiana Board of Regents' E-Learning Task Force on OERs

**English Team** 

# Team Members

- Jeanne Pavy, MLS, Ph.D.
  - Scholarly Communication & Collection Development Librarian
  - UNO's Earl K. Long Library
- Cynthia Bryant, Ph.D.
  - Dean, College of Humanities and Interdisciplinary Studies
  - Southern University and A&M College
- Jennifer McMullen, Ph.D.
  - Associate Professor of English
  - Grambling State University
- Emily Aucoin, J.D.
  - Division Coordinator, Arts and Humanities Division
  - River Parishes Community College

# Project Timeline

- December 2016: Attended Project Kickoff Meeting
- February 2017: Nominated a source for review
- March 2017: Submitted comments on each source for review to the person who selected the source
- March 2017: Produced a single group review of her selected title, incorporating feedback from the 2 other members
- April 2017: Attend E-Learning Conference
- May 2017: Submit final reports

# English Composition I Common Course Learning Outcomes

- 1. Employ a variety of strategies in developing topics,
- 2. Construct thesis-driven essays that adhere to a specific purpose, context, and audience,
- 3. Effectively compose written ideas in standard, grammatically-correct, formal English, with no lapses in usage, mechanics, and spelling,
- 4. Demonstrate paragraph development skills,
- 5. Interpret assigned readings and other sources,
- 6. Illustrate proper use of MLA format, and
- 7. Integrate quotes and paraphrases from external sources.

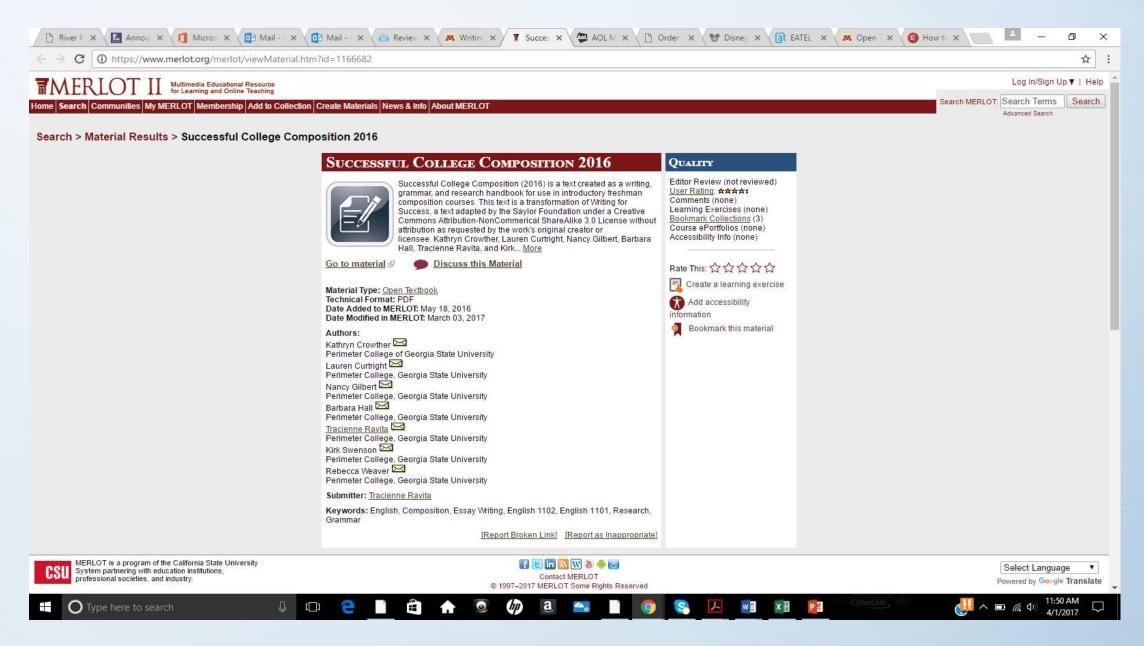
OER Repositories Used MERLOT

University of Minnesota – Open Textbook Library

**LUMEN** Learning



# Successful College Composition



## Successful College Composition (2016)

This text is a transformation of *Writing for Success*, a text adapted by The Saylor Foundation under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 License without attribution as requested by the work's original creator or licensee. Kathryn Crowther, Lauren Curtright, Nancy Gilbert, Barbara Hall, Tracienne Ravita, and Kirk Swenson adapted this text under a grant from Affordable Learning Georgia to Georgia Perimeter College (GPC) in 2015. Section 1.3 was authored by Rebecca Weaver. This text is a revision of a prior adaptation of *Writing for Success* led by Rosemary Cox in GPC's Department of English, titled *Successful College Writing for GPC Students* (2014, 2015).

Chapter 1: Introduction to Writing	6
1.1 Becoming a Successful Writer	6
Writing to Think and Communicate	в
Overcoming Writer's Block	6
Selecting an Appropriate Voice	7
Choosing the Proper Pronoun Focus	8
1.2 Purpose, Audience, Tone, and Content	9
Identifying Common Academic Purposes	10
Identifying the Audience	12
Selecting an Appropriate Tone	15
Choosing Appropriate, Interesting Content	16
1.3 Using Sources	17
Guidelines for Source Use	19
Explicating Sources	19
1.4 Writing Thesis Statements	20
Working Thesis Statements	20
Thesis Statement Revision	21
1.5 Methods of Organizing Your Writing	24
Chronological Order	24
Order of Importance	25
Spatial Order	25
1.6 Writing Paragraphs	27
Paragraph Structure Graphic Organizer	28
Creating Focused Paragraphs with Topic Sentences	29
Location of Topic Sentences	30
Developing Paragraphs	33
Paragraph Length	38
Improving Paragraph Coherence	38
Chapter 2: The Writing Process	44
2.1 Prewriting	44
Prewriting Techniques: Brainstorming	44

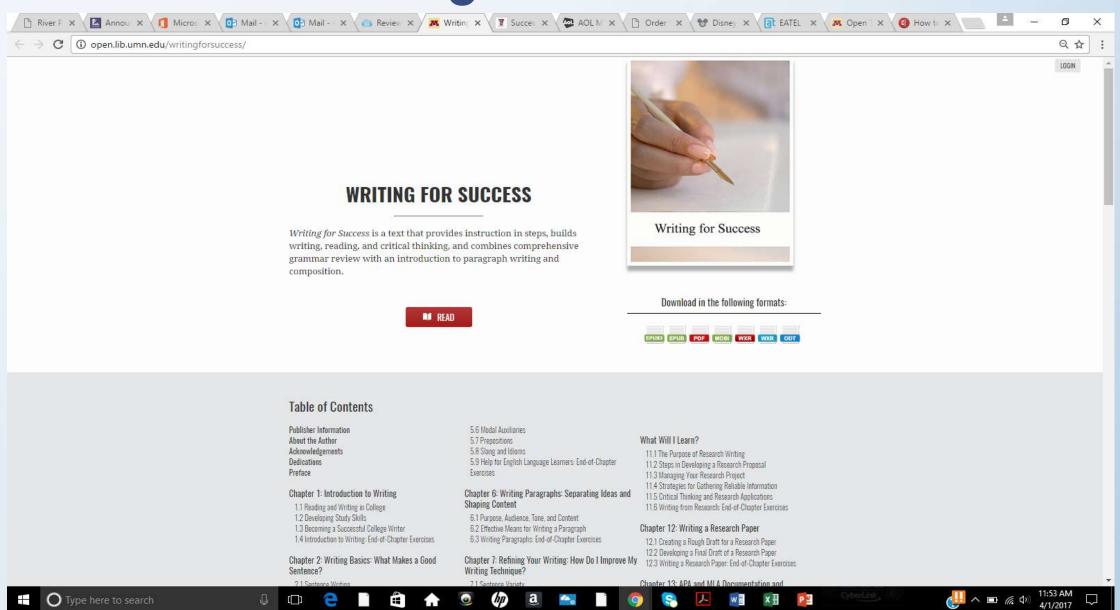
2.2 Outlining	50
Purpose of an Outline	50
Types of Outlines	51
Creating an Outline	
2.3 Drafting	
Goals and Strategies for Drafting	
Making the Writing Process Work for You	55
Discovering the Basic Elements of a First Draft	
The Bowtie Method	
Starting Your First Draft	
Continuing the First Draft	
Writing a Title	62
Drafting Body Paragraphs	
Drafting Introductory and Concluding Paragraphs	
2.4 Revising and Editing	
Understanding the Purpose of Revising and Editing	72
Completing a Peer Review	72
Using Feedback	74
Creating Unity and Coherence	74
Being Clear and Concise	77
Editing Your Draft	80
Sample Student Paper with Outline	83
Chapter 3: Rhetorical Modes of Writing	88
3.1 Narration	
The Structure of a Narrative Essay	89
Writing a Narrative Essay	91
3.2 Description	94
The Purpose of Description in Writing	94
The Structure of a Description Essay	95
Writing a Description Essay	95
3.3 Classification	98
The Purpose of Classification in Writing	98
The Structure of a Classification Essay	99
Writing a Classification Essay	99
3.4 Process Essay	
The Purpose of the Process Essay	100
The Structure of a Process Essay	100
Writing a Process Essay	101
3.5 Definition	105
The Purpose of Definition in Writing	105
The Structure of a Definition Essay	106
Writing a Definition Essay	107
3.6 Comparison and Contrast	111
The Purpose of Comparison and Contrast in Writing	111

The Structure of a Comparison-and-Contrast Essay	
Writing a Comparison-and-Contrast Essay	114
3.7 Cause and Effect	119
The Purpose of Cause and Effect in Writing	119
The Structure of a Cause-and-Effect Essay	120
Writing a Cause-and-Effect Essay	121
3.8 Persuasion	
The Purpose of Persuasive Writing	122
The Structure of a Persuasive Essay	122
Creating an Introduction and Thesis	123
Bias in Writing	124
The Use of "I" in Writing	124
Facts and Opinions	125
Using Visual Elements to Strengthen Arguments	126
Writing a Persuasive Essay	126
Chapter 4: Writing a Research Paper	
4.1 The Purpose of Research Writing	
Process Overview	
4.2 Choosing Your Topic	
Identifying Potential Topics	
Focusing on a Topic	
Determining Paths of Inquiry	
4.3 Managing Your Research	
Scheduling Research and Writing	
Staying Organized	
Anticipating Challenges	
4.4 Gathering Your Sources	
Identifying Primary and Secondary Sources	
Reading Popular and Scholarly Periodicals	
Using Sources from the Open Web	
Types and Formats of Library Sources	148
Using Databases	
Entering Search Terms	
Consulting a Reference Librarian	
4.5 Evaluating and Processing Your Sources	
Determining Whether a Source Is Relevant	
Determining Whether a Source Is Reliable	
Keeping Track of Sources	
Taking Notes Efficiently	
4.6 Applying Your Research	
Selecting Useful Details	
Finding Connections between Sources	168
Reevaluating Your Working Thesis	
Synthesizing Source Material	169

Planning How to Organize Your Paper	170
4.7 Writing Your Draft	172
The Structure of a Research Paper	172
Writing Your Introduction	172
Writing Your Conclusion	173
Using Primary and Secondary Research	174
Incorporating Source Material into Your Body Paragraphs	175
4.8 Documenting Your Source Material	179
Citing Sources in Your Paper	180
Creating a List of References	181
Avoiding Plagiarism	181
4.9 Revising Your Draft	184
Revising Your Paper's Organization and Cohesion	184
Revising to Improve Style and Tone	188
Editing Your Paper	189
Checklist for Revision	
Chapter 5: Grammar	195
5.1 Syntax	
Components of a Sentence	
Sentence Patterns	
Compound Sentences: Joining Clauses with Coordination	
Complex Sentences: Joining Clauses with Subordination	
Common Errors: Fragments and Run-ons	
Common Errors: Misplaced and Dangling Modifiers	
Parallelism	
Appositives	
5.2 Verbs	
Verb Forms	
Simple Verb Tenses	
Perfect Verb Tenses	
Progressive Verb Tenses	
Perfect Progressive Verb Tenses	
Passive Verb Forms	
Gerunds and Infinitives	
Modal Auxiliaries	
Phrasal Verbs	
Subject-Verb Agreement	
5.3 Nouns and Article Use	
Count and Non-count Nouns	
Definite and Indefinite Articles	
5.4 Pronouns	
Subject, Object, and Possessive Pronouns	
Relative Pronouns	
First-, Second-, and Third-person Pronouns	240

Pronouns and Antecedents	241
Who vs. Whom	243
5.5 Punctuation	244
Commas	244
Semicolons	248
Colons	249
Quotation Marks	251
Apostrophes	253
Dashes	254
Hyphens	
5.6 Capitalization	255
Rules for Capitalization	255
5.7 Diction and Spelling	257
Prefixes and Suffixes	257
Commonly Confused Words	260
Avoiding Slang and Clichés	
Spelling Rules	265
Homonyms	
Commonly Misspelled Words	
•	

# Writing for Success



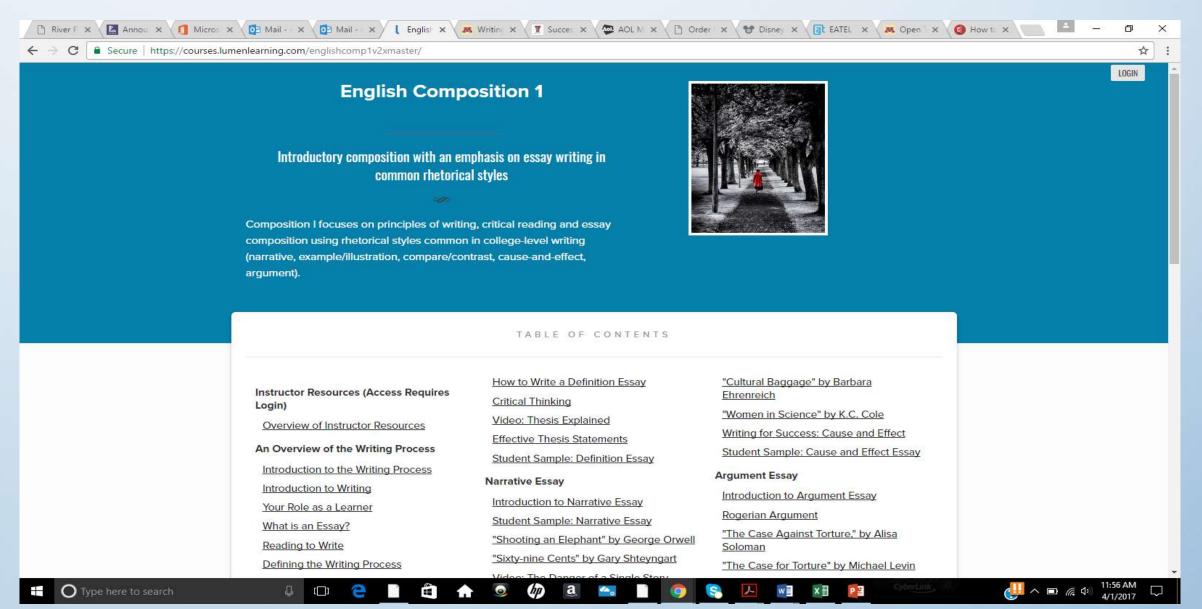
#### Contents

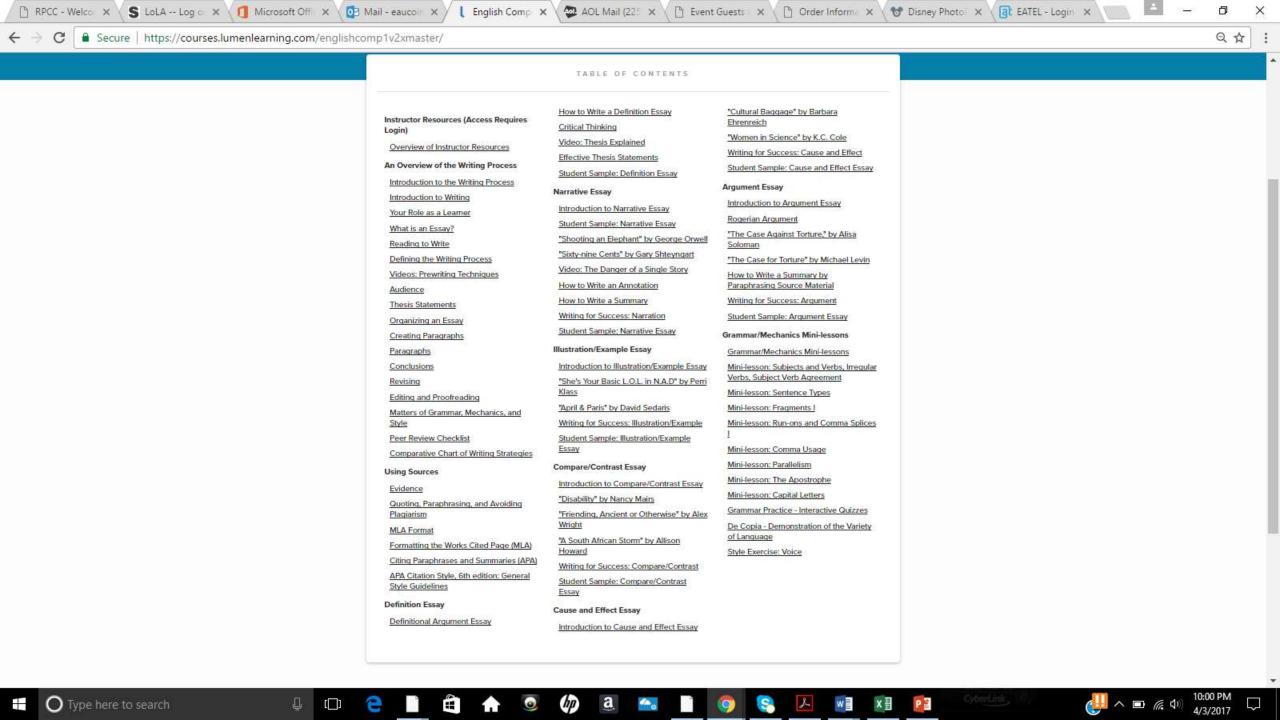
viii ix
ix
x
xi
2
14
27
34
36
54
66
73
78
87
94
99
104
112
114
118
123
126
128
130
132
137
147

4.3 Word Choice	157
4.4 Prefixes and Suffixes	164
4.5 Synonyms and Antonyms	170
4.6 Using Context Clues	175
4.7 Working with Words: End-of-Chapter Exercises	179
Chapter 5: Help for English Language Learners	
5.1 Word Order	182
5.2 Negative Statements	188
5.3 Count and Noncount Nouns and Articles	192
5.4 Pronouns	196
5.5 Verb Tenses	202
5.6 Modal Auxiliaries	217
5.7 Prepositions	223
5.8 Slang and Idioms	228
5.9 Help for English Language Learners: End-of-Chapter Exercises	232
Chapter 6: Writing Paragraphs: Separating Ideas and Shaping Content	
6.1 Purpose, Audience, Tone, and Content	235
6.2 Effective Means for Writing a Paragraph	251
6.3 Writing Paragraphs: End-of-Chapter Exercises	266
Chapter 7: Refining Your Writing: How Do I Improve My Writing Technique?	
7.1 Sentence Variety	269
7.2 Coordination and Subordination	284
7.3 Parallelism	293
7.4 Refining Your Writing: End-of-Chapter Exercises	299
Chapter 8: The Writing Process: How Do I Begin?	
8.1 Apply Prewriting Models	302
8.2 Outlining	316
8.3 Drafting	325
8.4 Revising and Editing	338
8.5 The Writing Process: End-of-Chapter Exercises	353
Chapter 9: Writing Essays: From Start to Finish	
9.1 Developing a Strong, Clear Thesis Statement	356
9.2 Writing Body Paragraphs	364
9.3 Organizing Your Writing	372
9.4 Writing Introductory and Concluding Paragraphs	377
9.5 Writing Essays: End-of-Chapter Exercises	383
Chapter 10: Rhetorical Modes	
10.1 Narration	385
10.2 Illustration	389
10.3 Description	393
10.4 Classification	396
10.5 Process Analysis	399

10.6 Definition	402
10.7 Comparison and Contrast	406
10.8 Cause and Effect	412
10.9 Persuasion	416
10.10 Rhetorical Modes: End-of-Chapter Exercises	424
Chapter 11: Writing from Research: What Will I Learn?	
11.1 The Purpose of Research Writing	426
11.2 Steps in Developing a Research Proposal	431
11.3 Managing Your Research Project	440
11.4 Strategies for Gathering Reliable Information	445
11.5 Critical Thinking and Research Applications	464
11.6 Writing from Research: End-of-Chapter Exercises	473
Chapter 12: Writing a Research Paper	
12.1 Creating a Rough Draft for a Research Paper	475
12.2 Developing a Final Draft of a Research Paper	488
12.3 Writing a Research Paper; End-of-Chapter Exercises	509
Chapter 13: APA and MLA Documentation and Formatting	
13.1 Formatting a Research Paper	512
13.2 Citing and Referencing Techniques	527
13.3 Creating a References Section	540
13.4 Using Modern Language Association (MLA) Style	561
13.5 APA and MLA Documentation and Formatting; End-of-Chapter Exercises	570
Chapter 14: Creating Presentations: Sharing Your Ideas	
14.1 Organizing a Visual Presentation	572
14.2 Incorporating Effective Visuals into a Presentation	586
14.3 Giving a Presentation	605
14.4 Creating Presentations: End-of-Chapter Exercises	615
Chapter 15: Readings: Examples of Essays	
15.1 Introduction to Sample Essays	617
15.2 Narrative Essay	618
15.3 Illustration Essay	620
15.4 Descriptive Essay	622
15.5 Classification Essay	624
15.6 Process Analysis Essay	626
15.7 Definition Essay	629
15.8 Compare-and-Contrast Essay	631
15.9 Cause-and-Effect Essay	633
15.10 Persnasive Essay	635

# **English Composition 1**





## 1. Subject Matter

- Is the content accurate, error-free, and unbiased?
- Does the content adequately cover the designated course with a sufficient degree of depth and scope?
- Does the content use sufficient and relevant examples to present its subject matter?
- Does the content use a clear, consistent terminology to present its subject matter?
- Does the content reflect current knowledge of the subject matter?
- Does the content present its subject matter in a culturally sensitive manner?
   (e.g. Is the content free of offensive and insensitive examples? Does it include examples that are inclusive of a variety of races, ethnicities, and backgrounds?)
- Please provide comments on any aspect of the subject matter of this content.

## 2. Instructional Design

- Does the content present its subject materials at appropriate reading levels for undergrad use?
- Does the content reflect a consideration of different learning styles? (e.g. visual, textual)
- Does the content present explicit learning outcomes that align with the course and curriculum?
- Is a coherent organization of the content evident to the reader/student?
- Does the content reflect best practices in the instruction of the designated course?
- Does the content contain sufficient effective ancillary materials? (e.g. test banks, individual and/or group activities or exercises, pedagogical apparatus, etc.)
- Is the content searchable?
- Please provide comments on any aspect of the instructional design of this content:

#### 3. Editorial Aspects

- Is the language of the content free of grammatical, spelling, usage, and typographical errors?
- Is the content written in a clear, engaging style?
- Does the content adhere to **effective principles of design**? (e.g. are pages laid out and organized to be clear and visually engaging and effective? Are colors, font, and typography consistent and unified?)
- Does the content include conventional editorial features? (e.g. a table of contents, glossary, citations, and further references)
- How effective are multimedia elements of the content? (e.g. graphics, animations, audio)
- Please provide comments on any editorial aspect of this content.

#### 4. Usability

- Is the content compatible with standard and commonly available hardware/software in college/university campus student computer labs?
- Is the content accessible in a variety of different electronic formats? (e.g. .txt, .pdf, .epub, etc.)
- Can the content be printed easily?
- Does the user interface implicitly inform the reader how to interact with and navigate the content?
- How easily can the content be annotated by students and instructors?
- Please provide comments on any aspect of access concerning this content.

#### 5. Overall Ratings

- What is your overall impression of the content?
- How willing would you be to adopt this book?

#### 6. Overall Comments

- If you were to recommend this content to colleagues, what merits of the content would you highlight?
- What areas of this content require **improvement** in order for it to be used in your courses?

This rubric was adopted from COOL4Ed and is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.

- Compiled Reviews
- http://libguides.uno.edu/EnglishOER/reviews

#### Louisiana OER / eContent Evaluation Rubric - Successful College Composition

#### Subject Matter

- · Is the content accurate, error-free, and unbiased?
  - Yes, everything seems to meet this criterion, though the MLA section references the 7<sup>th</sup> edition rather than the 8<sup>th</sup> edition.
- Does the content adequately cover the designated course with a sufficient degree of depth and scope?
  - The content does an excellent job of covering the writing process, as well as addressing grammatical and mechanical concerns. The portion of the text devoted to modes (Chapter 10) is comprehensive, though not terribly in depth. On the whole, it does an adequate job of introducing and explaining each mode of writing and providing some ideas for writing assignments. The research section of the text is effective, but the information on MLA references the 7<sup>th</sup> edition, as earlier noted.
- · Does the content use sufficient and relevant examples to present its subject matter?
  - Yes, for the most part, relevant examples are included. The embedded tips and "Writing at Work" sections also provide useful takeaways. However, in discussing rhetorical modes, there could be more examples of essays and directions on how to develop effective introductions, thesis statements, and organizational structures.
- Does the content use a clear, consistent terminology to present its subject matter?
  - Yes, all terminology used is clear and consistent, as well as appropriate for the subject matter.
- · Does the content reflect current knowledge of the subject matter?
  - On the whole, yes, the content is current. The MLA information, however, is not up-to-date.
- Does the content present its subject matter in a culturally sensitive manner? (e.g. Is the content free of offensive and
  insensitive examples? Does it include examples that are inclusive of a variety of races, ethnicities, and backgrounds?)
   Yes, this point is met.
- Please provide comments on any aspect of the subject matter of this content:
  - Overall, this is a comprehensive, effective textbook. While the inclusion of more specific writing assignments (such as illustration) would be helpful, the text does an efficient job of providing useful information on the entirety of the writing process. The other shortcoming is the text's reference to the 7<sup>th</sup> edition of MLA rather than the 8<sup>th</sup>. However, the instructional designer counters this by including links to the Purdue University Writing Lab, a website that highlights the current MLA documentation style.

#### Instructional Design

- Does the content present its subject materials at appropriate reading levels for undergrad use?
  - Yes, the content seems easy to understand and appropriate for a freshman-level course.
- Does the content reflect a consideration of different learning styles? (e.g. visual, textual?)
  - In additional to its extensive textual components, the book also includes visual elements, such as charts, diagrams

#### Instructional Design

- Does the content present its subject materials at appropriate reading levels for undergrad use?
  - Yes, the content seems easy to understand and appropriate for a freshman-level course.
- Does the content reflect a consideration of different learning styles? (e.g. visual, textual?)
  - In additional to its extensive textual components, the book also includes visual elements, such as charts, diagrams, and screenshots. While this helps to reach students with different learning styles, the inclusion of more images would be beneficial.
- Does the content present explicit learning outcomes that align with the course and curriculum?

The textbook includes learning outcomes in each sub-chapter so that the student's goals are clear. They align with our common course learning objectives for ENGL 1010 as follows:

- 1. Employ a variety of strategies in developing topics
  - ~Chapter 2 (The Writing Process) meets this learning outcome.
- 2. Construct thesis-driven essays that adhere to a specific purpose, context, and audience
  - ~Chapter 1 (Sub-chapter 1.4, Writing Thesis Statements) addresses this point.
  - ~The importance of purpose, context, and audience are specifically addressed in Chapter 1 (sub-chapter 1.2, Purpose, Audience, Tone, and Content).
- 3. Effectively compose written ideas in standard, grammatically-correct, formal English, with no lapses in usage, mechanics, and spelling
  - ~Chapters 5 (Grammar) thoroughly addresses all aspects of common grammatical and mechanical concerns.
- 4. Demonstrate paragraph development skills
  - ~Chapters 1 (Sub-chapter 1.6, Writing Paragraphs) and 2 (Sub-chapter 2.3, Drafting) help to meet this outcome
- 5. Interpret assigned readings and other sources
  - ~Most useful to meeting this outcome is Chapter 3 (Rhetorical Modes of Writing), as it includes sample essays, as well as references to additional examples of the various rhetorical modes illustrated in the book; these are linked for easy reference.
- 6. Illustrate proper use of MLA format
  - ~The textbook includes limited references to MLA; while numerous students essay are included, which are formatted re: MLA, they follow the 7<sup>th</sup> edition. Nevertheless, the textbook links to the OWL at Purdue website, which is up-to-date. This (or other outside resources) will be needed to effectively meet this outcome.
- 7. Integrate quotes and paraphrases from external sources
  - ~Chapters 11 (Writing from Research: What Will I Learn?) and 12 (Writing a Research Paper) both include information regarding summaries, paraphrases, and quotations; while the examples from MLA may have changed slightly, the core information

concerning the integration of summaries, paraphrases, and quotations into a student's work remains relevant and helps to meet this learning outcome.

Is a coherent organization of the content evident to the reader/student?

Yes, the textbook is logically and coherently arranged for students. It effectively walks readers/students through the writing process.

Does the content reflect best practices in the instruction of the designated course?

Yes, the textbook reflects best practices for a freshman-level composition course.

 Does the content contain sufficient effective ancillary materials? (e.g. test banks, individual and/or group activities or exercises, pedagogical apparatus, etc.)

Included within the textbook are exercises and group activities. There also are links to ancillary materials within the textbook, such as supplemental example essays. One drawback, however, is the absence of an answer key with suggested responses or an instructor's guide.

Is the content searchable?

If a PDF editor is used to access the textbook, then the text is searchable. Otherwise, the text is not searchable and the internal links are inconsequential; the designer should establish functioning internal links within the existing text and then save the document as a PDF file, as this would enhance the user's experience with the subject matter.

• Please provide comments on any aspect of the instructional design of this content:

The textbook's instructional design is organized and comprehensive, though an index would be a nice addition. Also, as noted above, the text should be saved and made available as a PDF file. Nevertheless, on the whole, the textbook effectively meets the basic learning outcomes for a typical freshman-level composition course.

#### **Editorial Aspects**

. Is the language of the content free of grammatical, spelling, usage, and typographical errors?

Yes

Is the content written in a clear, engaging style?

Yes

Does the content adhere to effective principles of design? (e.g. are pages latid0out and organized to be clear and visually
engaging and effective? Are colors, font, and typography consistent and unified?)

While there is consistency among chapters in terms of colors, font, and organization, certain editorial features—namely, color and font theme—are distracting to viewers. The visuals also are lacking.

 Does the content include conventional editorial features? (e.g. a table of contents, glossary, citations and further references)

Yes, there is a table of contents, but no glossary, list of references, or bibliography.

• How effective are multimedia elements of the content? (e.g. graphics, animations, audio)

The textbook includes some graphics, but no animation or audio elements.

· Please provide comments on any editorial aspect of this content.

The textbook follows a logical, predictable layout and employs an engaging, clear writing style. However, the color scheme, font theme, and congested typescript make reading a challenge at times. Additionally, it would be useful for viewers to be able to move between chapters without only scrolling.

#### Usability

 Is the content compatible with standard and commonly available hardware/software in college/university campus student computer labs?

Yes, the text is compatible.

- Is the content accessible in a variety of different electronic formats? (e.g. .txt, .pdf, .epub, etc.)
   Yes, the content is available in many electronic formats including .pdf, .epub, and .odt.
- Can the content be printed easily?

Yes, but, since the textbook is lengthy, I would advise printing only those chapters that are necessary.

- Does the user interface implicitly inform the reader how to interact with and navigate the content?
   No, not clearly.
- How easily can the content be annotated by students and instructors?

By using Adobe Reader, for example, viewers are able to add comments and annotate the text. Assuming students are familiar with the electronic format they utilize, it seems that the content can be annotated, as needed. This requires effort and know-how on the part of the instructor and students, though.

Please provide comments on any aspect of access concerning this content.

Having the textbook available in various formats should make it more accessible to a wider array of students and faculty.

faculty.

#### **Overall Ratings**

What is your overall impression of the content?

This free textbook, overall, is an effective, comprehensive resource. However, drawbacks certainly exist, such as usability, instructional design, editorial features, and the lack of guided material.

How willing would you be to adopt this book?

I would be willing to adopt this book for use in my own freshman composition course. Nevertheless, some parts are more useful than others, and novice instructors may have a more difficult time utilizing the text than more seasoned faculty members.

#### **Overall Comments**

- If you were to recommend this content to colleagues, what merits of the content would you highlight?
   I would emphasize the following positive traits of the book: comprehensive, useful for review of grammar/mechanics, helpful in explaining the writing process, and easy to read. It also thoroughly covers most rhetorical modes, offers some essential and engaging external links, presents a detailed discussion about the bases of writing, and provides several student sample essays.
- · What areas of this content require improvement in order for it to be used in your courses?

The text should include more essay assignments, provide more in-depth information about rhetorical modes, and update its MLA references throughout.



# Feedback from Colleagues

~Cost-Effectiveness

~Student Access at the start of class

~Classroom Technology

~Training for Students and Instructors

~Faculty Buy-In

~Student Engagement

~Allocation of Resources

~Continued Affordability

~Quality of Instruction

~Student Access outside of the classroom