

WRCM 102 COURSE OUTLINE

Section PP

Instructor's Information

Name: Dr. Faiza Zaheer

Office Hours: 10:00am-12:30pm (M-W-F) & 9:30am-11:00am (T & R)

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Course Information

Course Code: WRCM 102

Course Title: Writing and Communication 11

Course Description

This course is a continuity of Writing and Communication 101. Students will build on what they learned in WRCM 102 while engaging with research using authentic academic sources. In the first of two major papers and presentations, students will analyze and report the history and status quo of a current controversy in Pakistan or the world. The second paper and presentation build on the first with the addition of the student's view on and possible solution for the controversy. For the second major presentation students will analyze their audience beforehand in order to craft and deliver a maximally persuasive speech in the PechaKucha style.

Course Outcomes

By the end of this course, students will:

- Understand how to craft a research paper, deliver a compelling persuasive speech, and form an annotated bibliography.
- Be confident in using English for academic writing.
- Know how to efficiently use APA and Chicago documentation styles for formatting their papers as well as avoiding plagiarism.
- Be able to contribute thoughtfully to a scholarly conversation.
- Create and present solutions to current problems.
- Be able to connect argumentation strategies with what they observe in real life
- Confidently holding valid, valuable opinions worth sharing.
- Be able to research independently and write about any topic of their choice.
- Discover their personal strengths and weaknesses related to writing, speaking, and listening and identify the strategies for improvement.
- Understand the context of and value others' opinions on their chosen topics.
- Learn to fashion solutions related to the debates/controversies together.
- Care deeply about current issues and getting enthusiastically engaged with them

COURSE REQUIREMENTS

- Students are required check their **Moodle** accounts regularly and stay in contact with instructors and class fellows through Online Sources.

- **Assignments:** All the written assignments must be in the typed form.
- **Plagiarism:** If a student is found guilty of plagiarising an assignment s/he will immediately be given an F grade in that. This also applies to the speeches which are copied from the internet or from another students. His/her cheating case will be immediately forwarded to Academic Integrity Committee (AIC) of the university.

For the institutional policy see

<https://www.fccollege.edu.pk/wp-content/uploads/2018/05/FCCU-Plagiarism-Policy.pdf>

Course Evaluation

Writing Assignments	50%
1. Topic Proposal/Research Plan –(700-800 words, introduction of topic as well as research plan with timeline)	10%
2. Annotated Bibliography -It should be in OPVL format and can be submitted with the controversy analysis paper.	10%
3. Controversy Analysis Paper – (1250-1500 words, history and current status of a public controversy according to strict outline, 10 sources minimum with annotated bibliography)	10%
4. Research Paper - (2000-2500 words, corrected Controversy Analysis paper with addition of survey results and STUDENT’s view/analysis)	20%
Speaking Assignments	30%
1. Controversy Analysis Speech (3-4 minutes, summary of paper including four sources clearly cited)	15%
2. Paper Presentation - (4-minute speech on something related to topic, 16-slide PowerPoint (15 seconds each; PechaKucha style)	15%
Assignment (Peer Review before the submission of Controversy Analysis Paper)	10%
Final Portfolio (Corrected drafts of writing, Annotated bibliography, self-assessment letter of 200-300 words.)	10%

Readings

The readings for the course have primarily been selected from four Open Educational Resources. They are as follows:

- Babin, Burnell, Pesznecker, Rosevear, and Wood. 2017. *The Word on College Reading and Writing*.

- Guptill, Amy. 2016. *Writing in college: From competence to excellence*. Open SUNY Textbooks.
- *Stand up, Speak out: The practice and ethics of public speaking*. 2016. University of Minnesota Libraries Publishing.
- *Writing for Success*. 2015. University of Minnesota Libraries Publishing.

Tentative Weekly Schedule

Subject Key: General **Writing Speaking** EXAM

Readings Key: WS = *Writing for Success*, SS = *Stand up, Speak out*, WC = *Writing in College*, WCRW = *The Word on College Reading and Writing*, AWL = Academic Word List

WRCM 102	Class Topic	Suggested Additional Topic(s)	Readings	Assignments
1	Purpose of Research Writing Writing Process	Sentence Structure Review	WS 1.1, 11.1	
2	Choosing and Narrowing a Topic Developing a Research Proposal	Tenses Review AWL Sublist 6	WS 5.5, 11.2 (CR 3)	Topic Proposal
3	Finding and Evaluating Sources (Journal articles, books, dissertations etc) Research Ethics	Misplaced and Dangling Modifiers AWL Sublist 6	WC 4 WS 2.7	
4	Using Sources (APA Style) Avoiding Plagiarism Annotated Bibliographies (OPVL Format)		WC 5, WCRW 140-145 WS 3.1, 3.2-3.3 SS 17.1	
5	Reading Week			
6	Annotated Bibliographies Revising/Peer Review	Quotes	SS 17.2 WS 3.4, WC 9	Peer Review of Controversy Paper Draft.
7	<i>Preparing your Speech (Speech Mechanics)</i>		WS 3.5-3.8 WS 14	
8	<i>Controversy Analysis Speech</i>	Commonly Confused Words	WS 4.1	Controversy Analysis Paper Final Draft + Speech Outline
9	Data Collection Techniques/Tools			
10	Managing your research project Dealing with obstacles and developing good habits	Spelling AWL Sublist 9	WS 4.2 WCRW 139-150	

11	Devising the Questionnaires/Interviews Chicago Documentation Style	Word Choice AWL Sublist 9	WS 4.3 SS 5	Review the questionnaire/interview/observation sheet etc
12	<i>Incorporation sources in speeches</i>	Prefixes and Suffixes AWL Sublist 10	WS 4.4 SS 8	
13	Analysing the Collected Data Implementing Feedback	Synonyms and Antonyms AWL Review	WS 4.5 WCRW 151-164	Rough Draft of the final paper
14	Developing a Final Draft	Using Context Clues	WS 4.6, 12.2	Draft Research paper
15	<i>PechaKucha Speeches</i>			Final Portfolio

WRCM 102 TOPIC PROPOSAL/RESEARCH PLAN

Basic Overview

Length: 2-3 pages (not including the annotated bibliography)

Format: Double-spaced, 12 pt Times New Roman, APA format

Hand in: Staple together

- Topic proposal AND
- an Annotated Bibliography of at least five sources

Details

This is the first part of the research writing process that will take you through to the Controversy Analysis paper. Your task is to become an expert on a current public controversy of your choice. You will first propose your topic and develop a plan for research (this assignment). Then you will study the history and present status of the controversy. Your controversy analysis speech will explain the issues and questions surrounding your controversy. ***YOU WILL NOT TAKE A STAND ON YOUR CONTROVERSY UNTIL YOUR FINAL PAPER.***

For this assignment, you must write a 2-3-page essay with the following parts:

1. Topic Proposal

- a. Briefly introduce the topic and what you know so far.
- b. Justify why you chose this topic.
 - i. Why is it interesting to you?
 - ii. Why is this topic relevant and pertinent to our daily lives?
 - iii. Why is it important for our class to learn about it?

2. Research Plan

Your research plan should answer the following questions:

- Given your topic, what kind of information are you looking for?
- Where are you likely to find this information?
- How can you efficiently gather this info? List the ACTUAL steps you will take!
- What keywords will you use to search your topic?

How will time constraints affect your ability to do the research you want and how will you overcome them? Be specific about your schedule, your habits, and how you will handle the final assignment!

WRCM 102 ANNOTATED BIBLIOGRAPHY

Basic Overview

Points:

Length: 5 sources with topic proposal, 5 with controversy analysis paper

Format: Double-spaced, 12 pt Times New Roman, APA format

Details

You must include **5 sources** with your topic proposal and **5 more sources** with your Controversy Analysis paper.

For each source, you must include the following:

- Bibliographic citation (APA format)
- Summary of the source.
- Explanation of why this source is relevant to your research. Include:
 - o **Origin** – Is there anything special we need to know about the origin of the source? How credible is the source? Is the source biased towards a particular point of view?
 - o **Purpose** – What makes it important to *your* research?
 - o **Value** – What *specific* information does the source contain that will help your case?
 - o **Limitations** – What weaknesses are there within the source?

WRCM 102 CONTROVERSY ANALYSIS PAPER

Basic Overview

Marks: 10%

Length: 1250-1500 words

Format: Double-spaced, 12 pt Times New Roman, APA format

Purpose

The purpose of this essay is to demonstrate your expertise and understanding of the controversy – not to take a stand! You are only a REPORTER for this paper, stating the information of your controversy.

Details

1. Write an essay explaining the history and current status of your public controversy. Your essay should include:
 - a. An introduction with a clearly stated thesis and preview statement.
 - b. Coherent paragraphs in logical order that detail the history, current status, and language of the controversy.
 - c. A brief conclusion.
2. Attach an annotated bibliography with a **minimum of 10 sources** in OPVL format.

NOTE: Your thesis is **NOT** your opinion on the issue. It is simply a statement that encompasses the purpose of this paper.

Essay Organization

Your essay should be organized around these three areas:

HISTORY OF CONTROVERSY

Study and report the relevant history. Think about the following questions:

- Where did this controversy come from (person, year, legislation, etc.)?
- What are the historical circumstances and key moments in the development of this controversy?
- Who are the key players?
- What are their views or perspectives?

STATUS QUO

Answer the following question: Where are things now with respect to the law, public opinion, and social norms?

- The status quo should make up the bulk of your essay. Identify and describe *how* different groups of people are arguing about the controversy. What types of persuasive claims are they making: definition, fact, value, or policy? (Review *UMSS* 17.2 for an explanation of these four types of persuasive claims.)
- What are people saying about your controversy and how do they say it?

LANGUAGE OF CONTROVERSY

Master the language of controversy.

- What are the major terms and what do they mean?
- Make an attempt to understand how people use specific terms and phrases.

Requirements

Content (50 points)

- Did the student fulfill the purpose of the assignment as outlined in the assignment handout (including but not limited to length, all proper sections and proper formatting)?
- Does the assignment have a clear thesis adequately developed with strong logical points?
- Does the thesis adequately encompass the purpose of the paper ***WITHOUT giving an opinion on the issue?***
- Is sufficient space dedicated to fleshing out both the history of the controversy and the status quo? Are some arguments under or over developed?
- Does the paper adequately discuss the language of the controversy?
- Is the analysis provided within the paper thoughtful, well-argued and reasoned?
- Does the paper use examples from evidence to support claims?
- Does the student adopt a professional tone throughout the paper?

Organization (35 points)

- Does the paper feature a strong, logical system of organization with appropriate transitions?
- Does the paper include a clear thesis and preview statements in the introduction? Does the student signpost throughout the paper?
- Are paragraphs focused? Do paragraphs contain one point?
- Are the main points of the paper organized in an easy to follow manner?
- Does the paper employ clear transitions?
- Does the paper have a conclusion that effectively ties the paper together? Does the conclusion restate the main points of the paper?

Mechanics (15 points)

- Do arguments flow well from each other, or are the points made abrupt and disjointed?
- Are sentences constructed to avoid run-on or incomplete sentences?
- Does the paper appear to be proofread? Are there any glaring grammatical errors?
- Does the paper use appropriate terminology and word choice?

WRCM 102 CONTROVERSY ANALYSIS SPEECH

Basic Overview

Length: 3-5 minutes

Hand in: Keyword outline, formal (full sentence) outline, annotated bibliography (at least 10 sources)

Details

The bulk of this speech consists of informing your classmates about the main issues and questions that arise in your controversy. Your task is to discover the claims within your controversy and identify whether they are claims of definition, fact, value, or policy (review *UMSS 17.2* for an explanation of these four types of persuasive claims).

Organization

- Have an introduction with a clear thesis and preview as well as an attention getter. ***The thesis should be informative. Do NOT take a side.***
- After your introduction, provide brief background information and a short history. Carefully choose which details you feel the audience must know to understand the controversy (i.e., you can't explain everything). Use your history section in your paper to help you.
- Then tell us the *current status*. Only choose those things you feel your audience should know.
- The bulk of the speech is about the multiple arguments surrounding your controversy.
 - o Much of this you will have learned during your research for the history and current status.
 - o Label the arguments based on which issues are being debated (definition, fact, value, policy) and discuss how people disagree. Consider what your audience *needs* to know to fully understand the issue.
- Your conclusion should summarize the main points and end with why this matters.

Student Checklist

Content

- The speech conforms to all stated guidelines in the assignment sheet.
- The speech *briefly* provides the history of the controversy.
- The speech *briefly* explains the status quo of the controversy.
- The bulk of the speech discusses multiple arguments present in the controversy and then adequately analyzes them, using tools like Toulmin.
- The speech categorizes these arguments as stock issues (arguments of fact, arguments of definition, arguments of value and arguments of policy).
- The speech cites aloud *four sources*.
- The speech is balanced in nature and fairly considers all sides of the controversy.
- The tone of the speech is appropriate and consistent.
- The visual aid is not distracting and consists primarily of visuals.
- The visual aid is used to support the arguments and does not become the focus of the presentation.

Organization

- The speech features an effective attention getting device.
- The speech has a clear thesis and an effective preview statement that provides signposts for the major points within the speech.
- The speech uses transitions appropriately and effectively.
- The main points of the speech are presented in a logical fashion.
- The speech conclusion adequately summarizes the speech, restates the thesis and provides an adequate set of closing remarks.

Delivery

- The speaker's physical posture is appropriate; the speaker is standing upright and is not swaying or otherwise distracting with posture.
- Gestures are big and engaging.
- The speaker's gestures fit appropriately with the speech.
- The speaker is making eye contact at least 70-80% of the time.
- The speaker makes eye contact with most or all of the audience.
- The speaker does not look excessively at the visual aid except to gesture towards it.
- The speech is delivered extemporaneously, with minimal use of notes.
- Verbal fillers are kept to a minimum.
- The speaker's volume and rate of speech are appropriate for the audience.

Deductions

No full sentence or speaking outline: -1/3 letter grade (per outline)

Time penalties: -1/3 letter grade per 15 second violation (6-7 minutes)

Missing bibliography: -1/3 letter grade

Missing sources: -1 pt per source

WRCM 102 PEER CRITIQUE

Basic Overview

Format: Typed or handwritten answers on peer review worksheet (see below)

Details

You will work with your peer on his or her draft of the Research Paper. Your goal is to help your peer improve the content and organization of the essay, in addition to the clarity of writing. Follow these steps:

1. First, read over each other's papers. Use the worksheet below to help you generate good feedback, but also make sure you write on their paper. Be sure to explain WHY something needs to be improved.
2. Focus on things like **content and organization** before you worry about editing. Make sure you can identify the key players, their arguments, the terminology of the controversy, a relevant history, a clear status quo, and easy-to-follow main ideas.
3. Make sure to highlight two or three things you think your partner has done well and two or three things that could use improvement. Make sure you offer actual suggestions for revision (not just "This needs improvement").

NOTE on giving and receiving feedback:

1. Be courteous and fair.
2. Receive criticism graciously; do not get defensive. EVERYONE, even the best writers, can benefit from peer-review and revision.

PEER CRITIQUE WORKSHEET

Your Name: _____

Partner's Name: _____

Introduction:

Is there an attention getter? Is it successful?

Does it have a clear one-sentence thesis introducing the purpose of this paper? If so, what is it?

Does it have a clear preview that shows readers the organization of their paper? If so, what is it?

Body

Are the arguments clear and arranged in an effective manner? Any suggestions for improvement?

Are there clear transitions between points? If not, point out where your partner needs to add in transitions.

Does each paragraph have a clear topic sentence? If so, which need work?

How effective is the organization (main points in logical order and in development of thesis)? If not, how would you suggest improvement?

Do you feel informed about the history of your peer's controversy? Is there other information the audience would need to understand the controversy better?

Do you understand the status quo of your peer's controversy? If so, what is the current status quo? Summarize it for your peer:

Who are the key players in the controversy? Name them:

Does the author adequately define key terms for the reader? Are there any places where you can suggest improvement?

Conclusion

- Does the conclusion recap the thesis and main points?
Does the conclusion have a summarizing statement or a so-what answer?

Research

- What types of sources has the author already consulted and included?
Do you have recommendations for types of sources, information, or evidence you would like to see?

Style

- Does the author use unbiased, neutral language throughout the essay (use a reporter's voice/neutral tone)? Are there places the author could be more objective? Does the author add in his or her own opinion?
Are the sentences concise and easy to follow?
- Does the essay flow logically, in an easy to follow manner?
- Is the paper free of grammatical, spelling, and typographical errors? Mark errors on the essay and return it to your peer.

WRCM 102 PERSUASIVE RESEARCH PAPER

Basic Overview

Marks: 20%

Points:

- Preliminary draft (peer review): Ungraded, but with peer review assignment attached
- Final Draft: 100

Length: 2000-2500 words (excluding cover page, Works Cited, Annotated Bibliography)

Format: Double-spaced, 12 pt Times New Roman, Chicago (Author-Date) format

Details

This is the final writing assignment of the Writing and Communication Program. You are expected to pull together all that you have learned this semester, including analyzing the field of discourse surrounding your controversy and explaining how your argument is better than those put forth by others who weigh in on the topic.

Organize your paper using an outline. Begin with your thesis statement, which is simply your argument about the policy best suited for your controversy. Prove your thesis by taking into consideration all of the research and critical thinking you've been doing this semester.

A strong paper will start by briefly introducing the topic before giving a quick but thorough look at the history and status of the problem. Then it will explain a detailed solution to the problem while refuting answers that others might have. Spend the majority of your paper on your argument. End with some sort of action that might have an impact.

Here is the general format:

- Thesis
- Preview of main points
- Problem
- Causes
- Solution
 - o State what one group of opponents might say
 - o State your opposing position
 - o Support your position with credible research, testimony, and evidence
 - o Explain why your position is stronger than your opposition's.

Final Revision of Research Paper

Make use of all the feedback you have received to produce a perfect copy of the paper. In addition, the paper should:

- Be printed on a good quality printer
- Have a cover page with your name, the title, section number, instructor name, date
- Have one-inch margins all around. Do NOT justify the right margin.
- Have printed page numbers, either alone or in a header with your name
- Correctly use Chicago (Author-Date) style for citation and documentation
- Be free of errors in spelling, grammar, punctuation, etc.
- Use Times New Roman 12-point font

Student Checklist

Content (50 points)

- Did the student fulfill the purpose of the assignment as outlined in the assignment handout (including but not limited to length, all proper sections and proper formatting)?
- Does the assignment have a clear thesis adequately developed with strong logical points?
- Does the paper appropriately utilize history and status quo in order to construct the problem?
- Does the paper make strong logical points that clearly express the student's position on the topic?
- Is the analysis provided within the paper thoughtful, well-argued and reasoned?
- Does the paper use evidence to support claims?
- Does the paper do an adequate job of refuting opposing claims?
- Does the student adopt a professional tone throughout the paper?

Organization (35 points)

- Does the paper feature a strong, logical system of organization with appropriate transitions?
- Does the paper include a clear thesis and preview statements in the introduction? Does the student signpost throughout the paper?
- Are paragraphs focused? Do paragraphs contain one point?
- Are the main points of the paper organized in an easy to follow manner?
- Does the paper employ clear transitions?
- Does the paper have a conclusion that effectively ties the paper together? Does the conclusion restate the main points of the paper?

Mechanics (15 points)

- Do arguments flow well from each other, or are the points made abrupt and disjointed?
- Are sentences constructed to avoid run-on or incomplete sentences?
- Does the paper appear to be proofread? Are there any glaring grammatical errors?
- Does the paper use appropriate terminology and word choice?
- Does the paper engage in appropriate source citation?

WRCM 102 PEECHAKUCHA SPEECH

Basic Overview

Format: ~4 minute speech, 16 slide Powerpoint presentation

Details

This is the final assignment for WRCM 102, a speech in which you will present some element of your work that you think is worth sharing. This assignment is **NOT** a version of your persuasive research paper. Rather, present ONE of the interesting aspects of your project to the class. There are five requirements for this speech:

1. You must speak 4 minutes (with 15 second grace periods).
2. You must have a Powerpoint presentation that is 16 slides, each set for 15 seconds. No slide should have an excessive amount of text. They should be predominantly images.
3. Your PechaKucha must be related to your topic in some way. This can be interpreted broadly.
4. Your topic must be interesting.
5. You must practice good public speaking skills (gestures, body language, eye contact, tone, vocal variation, etc.).

Beyond these five requirements, you may do whatever you like.

WRCM 102 FINAL PORTFOLIO ASSIGNMENT

Basic Overview

Marks: 10% of final mark

Hand in: All drafts of Unit 2 and 3 papers, annotated bibliography, self-assessment letter

Details

Bring to the final exam period the following in a folder with your name on it:

1. All drafts of your Controversy Analysis and Research papers with corrections (15 points)
2. A self-assessment letter addressed to the instructor that is 2 pages long and answers the following questions. Use first person voice and give clear examples. (10 points)
 - a. What have you gained from WRCM 102? How do you hope this will help you for the rest of your time at FCC?
 - b. How did the assignments help you grow as a writer and speaker? Feel free to offer suggestions for assignments and why (but do not say get rid of the research paper and speeches!).
 - c. How well do you think you performed in this class?