

Grammar + Editing Handbook for New EWM Majors

Due: 2/17 Value: 15%



Assignment Summary:

Student groups will design and write a short chapter for a "handbook" for new EWM Majors using InDesign software, answering a common editorial question or set of questions. We will first develop a list of potential topics as well as a common style template in class. Each group will select a different topic and thoroughly research the issue. The "handbook" chapter should include a user-friendly explanation followed by a more detailed and nuanced explanation. Chapters should include the general rule and a range of examples to illustrate the points.

Resources:

Your Questions and Curiosity about Editing, Writing, and Grammar
Your Peers
Working with Words Handbook
InDesign Software
Reflection on your Audience for the Handbook

Procedure:

- 1) First, as individuals and as a class, we will develop a list of potential topics, based on your own individual questions and/or experiences with editing and writing.
- 2) Second, you will be assigned a group. Each group will select a different topic from our list and will be responsible for researching the issue, delegating tasks, and working collaboratively to complete this assignment.
- 3) Third, you will work with your group to design a 2 page "chapter" on your topic, considering your audience of new EWM majors and incorporating both images and text. You will create an InDesign file which you will then convert to a .pdf format that can be shared with the class.
- 4) Fourth, each group will briefly present their chapter to the class, providing a rationale for their writing and design choices, and answering questions and eliciting feedback about content and design from peers.

Assessment:

Your grade for this assignment will be based on a number out of 10. A 10 or 9 represents excellent work that surpasses expectations for the assignment and receives nearly unanimous positive response from peers; an 8 represents very good work that accomplishes the assignment successfully and receives mostly positive response from peers; an 7 represents satisfactory work that receives mixed response from peers.

I will assess your work based on four factors:

- 1) Quality of insights about your topic: The most crucial element for success in this assignment. I'm looking for how well each group employs resources to make the content as insightful, useful, and informative as possible.
- 2) Quality of the written text: Specifically, I'm looking for evidence of editing and proofreading. I'm looking for texts that are clear and error-free, and demonstrate thoughtful arrangement that is appropriate for your specific topic.
- 3) Design impact: Since visual design is part of this assignment, I will assess the impact of elements such as layout, font, colour, and image selection in your projects, considering also your rationale for these choices.
- 4) Peer response: The response your peers have to your text during presentations will also play a role in how I assess your projects. They are a test audience of skilled, knowledgeable, and insightful readers and writers.