Writing Fundamentals
MMC2121

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DESCRIPTION

Clear, confident writing is a skill that will support you in every academic, professional, and creative setting. This course is designed to strengthen your understanding of English grammar while helping you develop a writing style that feels both effective and authentically your own. Whether you want to avoid common errors, polish your essays, or communicate with more precision, you will gain practical tools you can apply immediately in your writing.

Throughout the course, you will learn how sentences work—from the parts of speech to the mechanics that hold ideas together. You will practice identifying and correcting common issues such as run-on sentences, fragments, unclear pronouns, misplaced modifiers, and lack of parallel structure. Special attention is paid to punctuation—including commas, dashes, semicolons, apostrophes, quotation marks, and colons—so you can use these tools confidently and correctly.

As your technical skills grow, you will also work on expressing ideas clearly, concisely, and with purpose. You will experiment with tone, rhythm, and sentence variety to build a personal writing voice that strengthens your storytelling and increases reader engagement. Additional topics include choosing the right word (such as affect/effect and fewer/less), understanding subject–verb and pronoun–antecedent agreement, and avoiding vague, ambiguous, or overly passive constructions.

Finally, you will explore how AI tools can support—or complicate—your writing and editing process, learning strategies for using technology responsibly and effectively.

By the end of the course, you will be able to write with greater accuracy, clarity, correctness, and confidence, and you will have a toolkit of strategies to continue growing as a writer.

LEARNING OUTCOMES

By the end of this course, you will be able to:

- Use correct sentence structure, punctuation and word usage in your writing
- Identify common grammatical errors and be able to correct them
- Write clearly, concisely and accurately
- Develop a personal writing voice, using tone, rhythm and sentence variety to enhance storytelling and reader engagement

REQUIRED TEXTS

- **Writing Tools 55 Essential Strategies for Every Writer** by Roy Peter Clark

- **When Words Collide** (9th edition) by Lauren Kessler and Duncan McDonald

- **Merriam-Webster online** - https://www.merriam-webster.com/

- **The Associated Press Stylebook**, updated annually. It can be purchased as a book, a subscription website or an app. The punctuation guide at the end of the book is especially helpful.

EMAIL & ANNOUNCEMENTS

Important information about the course is sent every week via email and announcements. As stated by UF, students are responsible for checking email and e-Learning for course communications *at least once every 24 hours.*

ASSIGNMENTS & GRADING

For information on how UF assigns grade points, visit: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/ A minimum grade of C is required for General Education credit. Courses intended to satisfy the General Education requirement cannot be taken S-U. There will be no rounding up.

Grammar Modules	51%
Grammar Quizzes	8
Grammar Tests	14
Grammar Exam	29
Discussion Posts	9%
Writing Quizzes	7%
Assignments	33%
Anecdote	14
Posttest	3
Comma Quiz	7
Email	9

Grading Scale	
A	94-100%
A-	90-93.9%
B+	87-89.9%
B	84-86.9%
B-	80-83.9%
C+	77-79.9%
C	70-76.9%
C- and below	Failing

COURSE STRUCTURE

This is an asynchronous online class. Lectures are on videos that you can watch at your convenience. However, there will be opportunities throughout the semester to connect with us via Zoom for some live review **sessions.** You are expected to read the announcements each week and to check into class several times a week to make sure you don't miss anything.

For the grammar portion: The course has **12 modules** that are equivalent to what would occur in a regular 50-minute class period. Within the modules, you will have lecture videos to watch, textbook readings to complete and activities to do. For the first six modules, you will focus on learning grammar and punctuation rules.
- There are **three tests that cover two modules each.**
- After finishing the first six modules, you will take a **Grammar exam**. You will have two attempts on this exam, and only the highest score counts.

For the writing portion: The course has **5 modules** focused on improving your writing skills. The modules include videos with writing advice and tips. After each video, you will take a quiz over the lecture and textbook material. You are expected to review the lecture and complete the readings before taking the quizzes. In addition, there are two writing assignments that allow you to practice your skills. You will participate in peer critiques to get feedback on your writing and to gain experience with editing other people's work.

ASSIGNMENTS
- **Grammar Pretest/Posttest:** The grammar pretest helps you get a grasp on how well you know grammar before the course really takes off. You will retake a similar quiz at the end of the semester so that you can see your growth.
- **Modules & Quizzes**: You will complete modules every week and then take quizzes. The **Grammar Practice Quizzes** are for practice only and are not graded. You can take these quizzes multiple times. The Grammar Graded Quizzes are for points. You can retake these quizzes up to 10 times. Only the highest score counts. The **Writing Module Quizzes** are graded and cover material from the lectures and textbook.
- **Grammar Tests:** There are three tests to help you prepare for the Grammar Exam. These tests cover the grammar and punctuation rules from the module content. You need to take all three tests. These tests will be proctored by HonorLock. The tests have 25 questions each, and you will have 40 minutes to complete them. *The lowest of the three tests scores is dropped.*
- **Grammar Exam:** After all six grammar modules have been covered, you will take an exam. This grammar exam will be proctored through ProctorU. *You can take the grammar exam twice. The highest score is counted..* You will have 60 minutes to answer 40 questions worth 5 points each. The grammar exam makes up almost one-third of your grade for the grammar portion of the course, so please spend time preparing.
- **Discussion posts:** You will earn points by posting to the discussion board during the semester. One of these posts allows you to share a practice writing assignment with your classmates. You will also create a grammar meme, try to spot spelling errors in an article and contemplate the use of AI.
- **Assignments:** The assignments include a comma quiz and a posttest. In addition, you will also write an anecdote. This is a timed writing assignment that will be proctored by Honorlock. You will have an hour to write an anecdote. The prompt will be provided. You will also work on writing an email and will be asked to use AI and make comparisons between your original work and what AI creates.

LATE POLICY

Deadlines are firm. Check the Course calendar and/or announcements regularly to ensure you don't miss an assignment.

Each day a submission is late, there will be an automatic letter grade deduction. After five days, the assignment will receive a 0.

No work is accepted after the last day of class. No Exceptions.

MATERIALS/SUPPLY FEES
Please consult the course schedule at ONE.UF for more information on specific supplies and fees for the course.

TECHNOLOGY REQUIREMENTS
The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to their degree program. Most computers are capable of meeting the following general requirements. A student's computer configuration should include:

- Webcam
- Microphone
- Broadband connection to the internet and related equipment (cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)
- Individual colleges may have additional requirements or recommendations, which students should review before starting their program.

TECHNICAL SKILLS
To complete your tasks in this course, you will need a basic understanding of operating a computer and using word processing software.

POLICIES AND RESOURCES
Information about grading and attendance policies, support for students with disabilities, course evaluations, the Honor Code, and other campus resources can be found at https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/

ATTENDANCE POLICY
Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENTS REQUIRING ACCOMMODATION

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

UF EVALUATIONS PROCESS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/.

Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public- results/.

UNIVERSITY HONESTY POLICY

Please see the UF academic policies - https://go.ufl.edu/syllabuspolicies

The University's Honesty Policy regarding cheating, plagiarism, etc.:

UF students are bound by The Honor Pledge which states:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions.

See the UF Conduct Code website for more information.

If you have any questions or concerns, please consult with the instructors in this class.

CAMPUS HEALTH AND WELLNESS RESOURCES

UF Whole Gator Resources: Visit https://one.uf.edu/whole-gator/discover for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

Course Schedule Overview

Week	Module	What's Due
Week 1	Orientation Module	Orientation quiz Pre-test Introduce yourself on Canvas
Week 2	Module 1	Practice and graded quizzes
Week 3	Module 2	Practice and graded quizzes Grammar Test #1
Week 4	Module 3	Practice and graded quizzes Discussion post
Week 5	Module 4	Practice and graded quizzes Grammar Test #2
Week 6	Module 5	Practice and graded quizzes Discussion post
Week 7	Module 6	Practice and graded quizzes Grammar Test #3
Week 8	Module 7	Study for the grammar exam First grammar exam attempt
Week 9	Module 7	Second exam attempt due
Week 10	Module 8	Comma quiz Writing quiz Discussion post
Week 11	Module 9	Writing quiz Anecdote assignment
Week 12	Module 10	Writing quiz
Week 13	Module 11	Writing quiz Post-test Discussion post
Week 14	Module 12	Email assignment
Week 15	Module 12	Writing quiz
Week 16	Module 12	Discussion post

Congrats on finishing!