

En 102 Grammar and Composition

The Ten Steps to a Successful Semester

- I. **Do not be absent or late:** If you are absent, e-mail a friend in order to find out what was discussed in class during your absence and what the homework assignments are for the next class meeting. Also, come to class on time. When you enter the classroom late, you disrupt the class.
- II. **Always follow instructions:** If you are not clear about any aspect regarding assigned works, you need to ask your instructor for clarification. In order not to lose points, you must use the correct paper heading and page numbering format when submitting your work for grading. **NOTE: *All composition work completed outside of class must be word-processed and double-spaced using the correct paper heading and page numbering. Spelling, vocabulary, and diction should be done in cursive.***
- III. **Sign up for tutorial assistance:** The librarian is an English tutor there to assist students with their courses. She is available during library hours.
- IV. **Submit all assigned work on time to avoid losing points:** Late work will not be accepted; unexcused absences during a test will result in a 30% reduction from the test score.
- V. **Take pride in your work by giving it 100% effort:** Make sure that you effectively edit and proofread your work for format, grammar, sentence/paragraph structure, punctuation, capitalization, and spelling errors before submitting the work to your teacher for grading.
- VI. **Make sure to study the assigned chapters in your textbook:** Test yourself on whether or not you understood the assigned chapter's content by completing the corresponding exercises. If you do poorly in the exercises, re-read the chapter and ask your instructor for clarification.
- VII. **Learn from your instructor's comments and corrections:** Do not ignore your instructor's comments and corrections on your work; otherwise, you will repeat the same errors in your next writing assignment. **"Mistakes are good teachers but only if you do not repeat them."**
- VIII. **Do not commit plagiarism:** Plagiarism is academic dishonesty. It is a **serious offense**. You can fail the course because of it or be put on academic probation. Read the definition of plagiarism in our college catalog. **DO NOT PLAGIARIZE YOUR SOURCES OF INFORMATION.**
- IX. **Have good study habits:** Ask questions if you need clarification. Take notes and study all the handouts given in class. Always be prepared for a quiz. Find a quiet place in your dorm or school to study on a regular basis. "Your success in the course is in your hands, and it depends on good study habits."
- X. **Think positively:** It is not always the smart student who passes the course. Often, it is the student who is motivated and determined who succeeds. Always remember that passing the course takes you one step closer to your goal or dream. Therefore, work smart and hard, and do NOT give up. If you stay motivated and determined and if you think positively, you will pass the course. Make your success a matter of prayer.