

2013-2014

The Writing Requirement in the Government Major

The Government Department at ~~St. College~~ is committed to helping its students become skilled writers. Recognizing that a part of learning to write well in political science and government is learning to write well overall, the Government Department places considerable emphasis on the quantity and quality of writing opportunities in our courses and has adopted a wide-reaching and thorough set of Standards and Expectations for Writers in Government and a Uniform Code of Notation for Providing Feedback on Written Work. Students in Government Department classes can expect to be held to the expectations and standards established in these documents. Thus, in completing the requirements for the Government major, students fulfill the Writing Requirement in Government.

Conventions of Writing in Government (Political Science)

clear thinkers who can make arguments well supported by logic or empirical evidence

Standards and Expectations for Written Assignments in Government

We expect papers to have these basic parts:

I. Introductory Paragraph

What to do:

What to avoid:

Where to look for help

Hodges Harbrace Handbook

II. Body of the Paper

What to do:

What to avoid:

Where to look for help

Hodges Harbrace Handbook

III. Conclusions

What to do:

What to avoid:

Where to look for help
Hodges Harbrace Handbook

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D — Passing but not satisfactory.

F — Failure.

Note that an A grade recognizes work that is not simply good or even superior, but rather work that is distinguished.

In addition to all the standards and expectations listed above, we also consider the following criteria when we grade student papers:

VII.

VIII.

IX.

X.

The Uniform Code of Notation 1 1
for Providing Feedback on Written Work 1

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The Government department has adopted a code of notation for providing students with feedback on their written work. Your instructor will employ the following notation system to identify unclear constructions, grammatical, punctuation, and usage errors. If, for example, your paper includes a sentence in which the subject and verb fail to agree either in number (singular or plural) or in person (first, second, or third), your instructor will underline or circle the offending sentence and place the number "3." This notation will direct you to the #3 in the code below, where you will find the chapter(s), section(s), and in some cases, pages in the edition of The Hodges Harbrace Handbook (referenced as Hodges) that both describe this error and offer instructions for how to correct it.

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The Uniform Code

Clarity, Grammar, and Punctuation

No. 1: Sentence Fragments: *Hodges*, Chapter 2

1

No. 2: Comma and Semicolon Errors: *Hodges*, Chapters 12-14

a.) Comma Errors

b.) Semicolon Errors

No. 3: Comma Splices and Run-On Sentences: *Hodges*, Chapter 3

b.) Misuse of Prepositions

No. 8: Parallel Constructions: *Hodges*, Chapter 26

_____ The Secret

_____ The Secret

No. 9: Incorrect Pronoun Case: *Hodges*, Chapter 5, Section b

No. 10: Overuse of Passive Voice: *Hodges*, Chapter 7, Section c and Chapter 29, Section e

No. 11: Misplaced, Dangling, and Unattached Modifiers:

Correct

No. 13: Mixed Metaphors: Hodges Chapter 23, Section b

No. 14: Subjective Verbs

No. 15: Inconsistency of Verb Tense/Sequence of Verb Tense: *Hodges*, Chapter 7, Section b

No. 16: Incorrect Use of Common Abbreviations (e.g., i.e., pp., etc.): *Hodges*, i.e., pp. 749, etc., p. 748

No. 17: Ungrammatical Incorporation of Quotations: *Hodges*, Chapter 16

No. 18: Anachronisms

No. 19: Jargon/Slang: *Hodges*, Chapter 19, Section c

No. 20: Unidiomatic Expressions: *Hodges*, Chapter 20, Section c

No. 21: Unnecessary Words and Pleonasm: *Hodges*, Chapter 21

a.) Unnecessary Words

b.) Pleonasm

No. 22: Hyphen v. Dash: Hodges Chapter 18, Section f and Chapter 17, Section e

_____ - including many that Beria
thought were whacky- for directing the kulaks “toward the light.”

_____ —including many that Beria
thought were whacky

No. 28: Lack of Reference or Footnote Marks
