Language Notebook

Assigned: Jan. 13
Due: Start of class on Jan. 20, 25 & Feb. 1, 8, 15

In this assignment, you will sharpen your language skills by identifying and correcting errors in grammar and AP style. Your grade will depend on the number of entries in your notebook, quality of your commentary, clarity and conciseness of your writing, and your own grammar and AP style usage.

The purpose of this assignment is to help you:
- Learn the rules for tight writing and for grammar and AP style;
- Gain practical experience using reference materials for writing; and
- Develop professional habits, including meeting deadlines, following instructions and developing pride in your work.

✓ Entries must be errors in grammar, AP style or loose writing.
✓ You may not use The Daily O’Collegian or any other college newspaper.
✓ Otherwise, entries must come from material published, including online, by any newspaper.
✓ Errors must come from the text or headlines for news, features and sports. No errors from obituaries, advertisements, agate copy, sports or entertainment columns, or letters to the editors. Do NOT take errors from direct or partial quotes.

✓ You may have more than one entry per article. However, you may use the same error only once for the entire notebook.
✓ Submit your entries in a binder.
✓ Each entry must be clearly numbered. You must have 10 entries to be eligible to earn 100 regular points and the bonus points. *

✓ Include the entire original material from which the error was taken.
✓ Submit two entries each week. The limit is two per week.
✓ Each entry is worth 10 points.
✓ Added five bonus points for each error found in the following publications:
  - USA Today (percent symbol is worth only the regular 10 points and may be used only once)
  - N.Y. Times
  - L.A. Times
  - Dallas Morning News

✓ Added three bonus points for each error found in The Oklahoman or Tulsa World.
✓ Bonus entry of 10 points: Once during this assignment you may also include a third entry in which you identify a topic lead, explain why it is a topic lead, and rewrite it as the best possible thesis lead using the information in the article. Attach the entire article.

* However, no bonus points will be awarded unless you have submitted two entries for each of the five deadlines. In other words, if you don’t submit two each week, then your entries from bonus categories for the entire assignment will count only as the regular 10 points and you may not earn points for the lead entry.
This is not a proofreading exercise in which you look for typos. You must cite a specific rule for grammar, AP style or tight writing and its corresponding page number from one of your three course textbooks. This includes misused words and misspellings according to AP style.

✓ Each entry should be a clear violation of the rule cited. Entries that are not clear violations will receive zero points.

✓ Number each error in the originals. Start with one and number consecutively through all the original materials for the entire notebook. For the second deadline, the entries would be numbered three and four.

✓ On a separate sheet, type the number. Then, use one of your course textbooks to explain why it is an example of an error and how it should be corrected. Write the entire rule that applies. Use the textbook editions listed in the syllabus, or no points will be earned.

✓ For each correction, cite the source and the page number. Remember to use the AP rule regarding page numbers.

✓ For loose writing, cite the specific example from one of your textbooks. If the error was not one of the specific examples in the textbooks, then cite the most appropriate rule for tight writing.
  o However, if the specific example is in one of the textbooks, then you receive zero points for using the broader rule.

✓ Look first to your textbooks to correct misspellings. If the word is not listed in the textbooks, then cite from Webster's New World College Dictionary or Webster's Third New International Dictionary. Check them in that order.
  o If the word is not in either dictionary, then apply the most appropriate spelling rule.
  o However, if the word is in one of the textbooks, then you receive zero points for using the broader rule.

✓ This is NOT a group project. Work independently of each other. No sharing or collaboration.

✓ This project by must typed and double-spaced. Single-spaced or handwritten work will receive zero points.

✓ Your own writing will have the following points subtracted for:
  o Misspelled proper noun: 25 points each
  o Misused or misspelled word: 5 points each
  o AP style, punctuation and other grammatical errors: 3 points each
  o Loose writing: 3 points each

✓ My watch will be the final arbiter of time. The classroom doors will be closed at 1:35 p.m. Entries arriving between 1:35 p.m. and 2:20 p.m. will have 10 points deducted from your earned points for that deadline. No entries for that deadline will be accepted after 2:20 p.m.

  The only exceptions to these deadlines will be if a provable emergency, such as a traffic accident, occurs to you on the way to class. The expectation is that you completed the corrections on time but some unforeseeable event out of your control occurred to you on the way to class. See the syllabus for more on Late Work.