**Fundamentals of Writing**

Instructor: M. Brooke Capps

Helpful Texts:

**CLASSES 1&2**

**Writing a memo:** Many students are unfamiliar with how memo writing differs from other types of academic writing. We will therefore cover basic principles of writing a memo in the first two classes. Students will practice editing memos and study “model” memos for analysis and discussion. The following topics are addressed:
- Formatting a memo
- Introducing a memo
- Using Headings properly and effectively
- Writing recommendations
- Organizing a memo
- Concluding a memo

**CLASSES 3&4**

**Writing style:** A review of stylistic aspects pertinent to Wagner students as based on papers they have submitted in the first week. Students will be guided through the editing process according to the following rules of writing style:
- Writing concisely
- Writing clearly
- Avoiding clichés and unnecessary statements
- Avoiding redundancy
- Varying word choice
- Outlining and organizing ideas

**CLASSES 5&6**

**Grammar clinic:** We will review some of the following rules of grammar and punctuation according to the students’ needs:
- Subject/verb agreement
- Pronoun/antecedent agreement
- Using pronouns clearly
- Dangling modifiers
- Punctuation and run-on sentences