**Informal Writing**

In this course you will be required to write about your thoughts and experiences with public speaking and communication theory over the course of the semester. These short writing assignments, taken together, will make up the informal writing component of your grade. There will be eight writing assignments over the course of the semester, each with a specific prompt and word count. For each assignment you will receive a printed sheet with the prompt, due date, and grading rubric.

 Each informal assignment should be written in a word processing program such as Word or Pages. At the top of each assignment please include your name, the date, and a title (something like “Informal Writing Assignment #1 is fine). Because each assignment will have a word count I do not require a specific font type or size, however please choose something appropriate to an academic context such as 12 pt. Times New Roman.

The object of the informal writing is to give you an opportunity to reflect on the experiences and ideas that you are encountering in this class. As such, assignments will be graded with a focus on content rather than spelling or grammar. Nonetheless it is important that you turn in the best work that you are able to produce. Always use spell check and read over your assignment before turning it in. If any entry is insufficiently legible I will ask that it be rewritten. Each entry will be graded according to the following rubric:

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| --- | --- |
| 5 | Addressed the prompt directly and fully and was of appropriate length |
| 3 | Failed to address the prompt fully OR was not of sufficient length |
| 1 | Failed to address the prompt fully AND was not of sufficient length |
| 0 | Was egregiously under the required length, did not address the prompt, or did not submit |

Journal entries will generally be collected the week after they are assigned. Please refer to the assignment prompt for exact due dates. In all cases journals assignments must be turned in at the beginning of the class period to avoid a penalty for late work. Assignments may be emailed to me or handed to me in person.