

Department of Language and Literature

Written Communications I

ENC 1101 – CRN 10257

Fall 2023

Instructor's Name: Dr. Frances Auld

Office Location:

Venice Campus Building 600, Office 638

Office Hours:

Face-to-Face or Virtual M & W 11:30-12:30; T & Th 11:30-2 PM; Virtual Only W 6-7 PM;
F 8-10 AM

Please email me for a specific appointment time! See Link to TEAMS for Virtual Office Hours in Canvas.

Telephone: 941.408.1399

Email Address: auldf@scf.edu

Course Description:

ENC 1101 Written Communication I: (3) (A.A.) prerequisite: ENC 0025C and REA 0017 or appropriate score on English and Reading placement tests. This course meets Area I requirement for the A.A., A.S. and A.A.S. general education requirements. This course encompasses grammar and diction review, composition, expository writing, work with both primary and multiple source themes, instruction in the use of the library and writing the research paper and practice in oral communication.

SCF's Expectations and Goals

Student Learning Outcomes:

The student, at the successful completion of the course, should be able to:

- Fulfill writing requirements as mandated by SBE 6A-10.30, also known as the Gordon Rule.
- Draft, edit, and produce well-organized, multi-paragraph essays with grammar, style, and tone appropriate for the college level.
- Conduct research using valid resources including print, database, and web-based sources.
- Write a multi-paragraph, thesis-driven, properly documented research essay while avoiding plagiarism by using an approved documentation style.
- Effectively apply the skills necessary for in-class, timed writing assignments.
- Effectively deliver a presentation.
- Apply effective interpersonal communication skills by participating in collaborative projects, research, and peer review.
- Apply current information literacy skills through the professional use of email, online forums, and other forms of technology.
- Apply college-level analytical and evaluative reading skills to course assignments.

[Course Performances Standards website \(Links to an external site.\)](#) [Links to an external site. \(Links to an external site.\)](#)

Course Materials

Texts and Materials:

- REQUIRED-*Pursuing Happiness: A Bedford Spotlight Reader* Second Edition. Eds. Matthew Parfit and Dawn Skorczewski, ISBN 978-1-319-05632-2
- REQUIRED- *Critical Reading and Writing: A Bedford Spotlight Rhetoric*. Jeff Ousborne. ISBN 978-1-45767432-7
- REQUIRED-Canvas-Compatible Software (browser: Firefox or Chrome – most current version, Adobe Acrobat, Flash, Quicktime, Windows Media, Java)
- REQUIRED-Word processor (Ideally Microsoft Word, which you can download for free through the college)
- REQUIRED-College ID to access SCF Library through the online portal
- REQUIRED-The ability to print your syllabus and have it available during class.

Technical Skills Required:

General as well as course-specific technical skills students must have to succeed in the course:

Using the learning management system.

Using email with attachments.

Creating and submitting files in commonly used word processing program formats (doc and docx).

Accessing external resources or software.

Example: Owl at

Purdue: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

Attendance Policy:

Attendance/Assignments Policy:

New financial aid rules dictate strict standards for attendance, so please pay close attention to the current attendance policy. Keep in mind that your attendance in any of your courses could have direct consequences on your financial aid.

SCF LIVE Attendance

Teams attendance is an important part of this course. Not only will you receive valuable information during class, but your participation makes the class successful.

Attendance is your responsibility. If you are late, it is up to you to check in with me after class so that you are marked accordingly. Do not assume that I will mark you present if you are late. More than 10 minutes late equals an absence.

NOTE: In addition to SCF LIVE TEAMS Class meetings, students must interact with assignments on canvas at least once every semester-week for attendance.

Because much of our class time will consist of lecture, discussion, sharing and responding to student writing, assignments must be put in dropbox in a timely manner. Most classwork cannot be made up.

PLEASE NOTE THAT PAPERS NOT FORMATTED IN THE PROPER MLA STYLE OR IN CORRUPTED FORMAT WILL RECEIVE 0 (ZERO) POINTS.

There will be no attendance penalty for 1 class absence. Upon a second absence, the student's final grade may be affected. Once a student misses 3 classes, they must set

up a conference will with the professor to determine if they are capable of completing the semester.

1 class: no penalty, Be sure to complete assignments and get notes from other students.

2 classes: Up to -20 points from final grade, conference with professor recommended.

3 classes: You may be withdrawn, conference with the professor required.

While we are experiencing a pandemic, regular attendance is still necessary for the student's success in SCF Live format. If there are problems with attendance due to major illness, death in the family, or family emergency, please contact me as soon as possible. There may be a way to avoid the withdrawal. The auto withdrawal is at my discretion and will be dealt with on a case-by-case basis.

SCF Traditional/Face-to-Face Attendance

Please Do Not Come to Face-to-Face Class or my Office if you are sick/contagious.

Attendance is an important part of this course. Not only will you receive valuable information during class, but your participation makes the class successful. If our format is required to change because of illness or other circumstance, please remain flexible and recognize that attendance (in person or virtual) is a key aspect of participation and success in the course.

Attendance is your responsibility. If you are late, it is up to you to check in with me after class so that you are marked accordingly. Do not assume that I will mark you present if you are late. More than 10 minutes late equals an absence.

NOTE: In addition to class meetings, students must interact with assignments on canvas at least once every semester-week for attendance.

Because much of our class time will consist of lecture, discussion, sharing and responding to student writing, assignments must be put in dropbox in a timely manner. Most classwork cannot be made up.

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No-Show Policy:

Students who do not drop a course that they have never attended will be reported as a No-Show by the course instructor during the No-Show period. This drop may have financial aid implications for the student who is dropped.

Grading Policy:

NOTE: All the assignments listed in Course Assignments must be completed in order to pass the course. Assignments must be put into dropbox in the required format (doc or docx) in order to receive credit. Corrupt or empty files will receive a zero.

Grades and assignment notes can be found in Canvas. Notes will be added to assignments within the dropbox comments and sometimes within the submitted texts as annotation. Discussions may receive notes via the discussion board. Current grades will be available in the Canvas gradebook; please note that grades are numerical, a percentage out of 1000 points total. (810 points=81%=B).

Late Work:

Papers put into dropbox one to two days (24-48 hrs) after the due date may lose at least 25-75% of their point value, depending on how late they are and the quality of the work. Late assignments may not be accepted after the third day of tardiness. Dropbox will lock. Late essays will not receive comments, only a grade.

Incomplete Paper Policy: Any paper that does not reach the assigned minimum length will be **given an automatic grade of F (50%)** and can go down from there.

Plagiarized Essay Policy: Any essay deemed to be plagiarized or improperly cited will result in a zero on the assignment and possible withdrawal from the course. Plagiarism is cheating. Please also see the SCF Statement of Plagiarism further into the syllabus. **Formal recognition of plagiarism or cheating will be registered with SCF.**

Turnitin.com: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Course Assignments:

Syllabus Quiz REQUIRED 8/17	(no word count)	20 points
Reading and Writing Assessments	(no word count)	20 points
MidTerm Assessment	(no word count)	30 points
Drafts/Revision Comments 3 at 10 points	(no word count)	30 points
Quizzes 5 at 40 points each	(no word count)	200 points
Essay Quizzes 5 at 40 points each points	300 words each=1500	200
Journals 5 at 40 points each	300 words each=1500	200 points
Essays 3 at 100 points each points	1000 words each=3000	300

There are 1000 points total. You must complete all assignments AND earn at least 700 points to pass the course. There is no set extra credit.

900-1000 points=A

800-899 points=B

700-799 points=C

600-699 points=D

Below 600 points=F

Mandatory Diagnostic Testing: The first classes will include a writing sample and a reading diagnostic test; both of these must be completed and reviewed by department staff prior to receiving any grades for this course. Per Florida SB1720, students are not required to take developmental English courses. However, without college-ready reading and writing skills, a student will likely not pass ENC 1101. If we recommend that you take a developmental course and you choose to not do so, please be aware that your success in ENC 1101 will be jeopardized. Our goal is to make every student a successful student and allow for every opportunity for them to succeed.

Email:

Students are required to communicate with their instructor using their official SCF email address.

Gordon Rule:

This course meets the Florida State Board of Education Rule Number 6A-10.30. In accordance with this rule, students will complete six semester hours of English and six semester hours of additional coursework in which the student must demonstrate college-level writing skills. SCF requires a minimum of 6,000 words in each of these Gordon Rule courses. A grade of C or better is required for credit in Gordon Rule classes.

Withdrawal Policies:

Students should consult the College Catalog for a complete listing of withdrawal policies.

A withdrawal is a change in the student's course schedule where one or more courses are withdrawn before the end of the term. Withdrawn courses appear on the student's

transcript as a “W” and are classified as attempts. No refunds are permitted for withdrawn courses.

Withdrawing from a course(s) - Course withdrawal is defined as withdrawal from one or more classes for a term but not complete withdrawal from the college. **Failure to completely process a drop form or drop a class online may result in the student being assigned a grade of “F”.**

Financial Aid Impact:

Withdrawing from one or more courses during the semester, without complete withdrawal from the college, may have an impact on both the amount of aid received for the semester and a student’s academic eligibility to continue receiving financial aid for future enrollment. Students should contact the Office of Financial Aid for further information regarding the impact of withdrawing from one or more courses.

Faculty Withdrawal:

Before the course withdrawal deadline and upon approval of the Department Chair, Assistant Dean, or other appropriate academic administrator, a faculty member may withdraw a student when the student has stopped attending or engaging in the class for an extended period of time as defined in the course syllabus, and has not formally withdrawn from the course, resulting in their inability to successfully pass the class.

If a student’s absences, tardiness, or misconduct is causing disruption, the faculty member may file a code of conduct violation with the Dean of Students. The Dean of Students will work with the faculty member and the appropriate academic administrator before determining if a withdraw is appropriate.

In the event of an approved faculty withdrawal, a grade of W will be recorded. The grade is recorded on the student’s permanent academic record. Fees are applied for all courses accordingly and are counted as attempted courses.

Statement of Plagiarism:

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer—professional or student—without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Copyright:

The unauthorized copying, sharing, or distribution of copyrighted material is prohibited. It is a violation of the Copyright Act, Academic Ethics, and the Code of Student Conduct. Students who violate copyright are subject to discipline.

Standards of Conduct: *Students are expected to abide by all SCF Student Handbook guidelines.*

Students are expected to abide by the guidelines stated in our current student handbook. Please remain civil. Please verbally and textually address one another with respect. Students will be removed from class for rudeness to other students or the professor. This includes but is not limited to: throwing things; talking while others are speaking; physically or verbally interrupting lecture, film, or discussion; offering distracting or loud commentary including yawns or belches. Students must turn off and put away cell phones before the beginning of class unless instructed to do otherwise. Texting during class equals an absence for the day. Please limit distractions during SCF Live classtime. All emails should offer a professional, academic tone, including address of professor as “Professor” or “Dr.”.

COVID-19

Like all institutions of higher education, SCF has been impacted by COVID-19. In response, SCF considers the current recommendations of the Centers for Disease Control (CDC), Department of Health (DOH), Florida Department of Education (FLDOE), Florida College System (FCS), local and state officials. The latest SCF plan and protocols can be found linked from the College’s Coronavirus website listed below. The website includes useful information for students regarding precautions, operations, monitoring, and instruction.

<https://www.scf.edu/Administration/PublicSafety/Coronavirus.asp> (Links to an external site.)

Technology Requirements:

Technical Support Information:

**Technical
Support
Information**

For technical issues with Canvas, contact Canvas technical support by clicking the question mark icon in the lower left-hand corner of the Canvas window and choosing “Report a Problem” or “Chat with Canvas Support.” Also, Canvas support can be contacted via phone at 844-920-2764.

For technical issues with My SCF, contact SCF technical support by emailing helprequest@scf.edu.

For technical issues with the publisher site, contact their technical support by emailing macmillanlearning.com

Recording:

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the student code of conduct.

Recording in Go Live with SCF Online Course Teams Sessions:

If this course is a Go Live with SCF Online course, the instructor may record live class discussions and instructor presentations. Therefore, as a student in this class, your participation in live class discussions may be recorded by the instructor. These recordings will be made available only to students enrolled in the class to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented.

Where recordings are made, a notice that recording has started is presented to students in the class using the Teams session.

Disability Resource Center:

State College of Florida, in accordance with the Americans with Disabilities Act, will provide classroom and academic accommodations to students with documented disabilities. Students must submit application and documentation to the Disability Resource Center (DRC). Once registered, the Memorandum of Accommodations containing all approved accommodations, important information, and links to forms and processes will be emailed to instructors. Students and instructors are encouraged to work collaboratively throughout the semester to facilitate appropriate use of accommodations. DRC Contact Information: Email: drc@scf.edu

Phone: 941-752-5295

DRC Website:

[Disability Resource Center website \(Links to an external site.\)](#)

Statement of Nondiscrimination:

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.

[Human Resources Equal Opportunity website \(Links to an external site.\)](#)

Religious Observances:

Students who expect to be absent due to religious observances must provide their instructor with advance notification, in writing, of the purpose and anticipated length of any absence by the end of the second week of classes. At that time, the instructor and student will agree upon a reasonable time and method to make up any work or tests missed.

Department Chair:

If a student encounters a problem in the course, they should work with the professor to resolve it. If the student needs help and the professor is unable to help or is unavailable, contact Dr. Douglas Ford, Chair of Language and Literature by email, fordd@scf.edu

Reading and Assignment Schedule**

All reading is due the first day of the week assigned. All materials and assignments are due via Canvas and/or dropbox. Please be sure to put materials in the appropriate

dropbox before 11:59 PM on the due date listed. Materials must be submitted in Microsoft Word Format (doc or docx).

8/16 Week One

Reading: Syllabus; Writing Rubric; Reading Assessment; Canvas- “The Tao”

Materials Due: Syllabus Quiz (8/17); Reading Assessment (8/18); Writing Assessment (8/18)

8/23 Week Two

Reading: *Pursuing Happiness* Ch. 1 Voltaire “The Good Brahmin”; “Sentence Guides for Academic Writers”; *Critical Reading and Writing* Ch 1 “Critical Reading”

Materials Due: Quiz # 1 (8/24); Journal # 1 (8/25)

8/30 Week Three

Reading: *Pursuing Happiness* Ch 1 Bok “Illusion”; *Critical Reading and Writing* Ch 2 “Invention and Drafting”

Materials Due: Essay Quiz # 1 (8/31); Draft of Essay 1 (9/2); Revision Notes (9/4)

9/6 Week Four

Reading: *Critical Reading and Writing* Ch 3 “Using Sources, Revising, and Editing”, Canvas- Review MLA

Materials Due: Essay # 1 Definition/Application Final (9/8)

9/13 Week Five

Reading: *Pursuing Happiness* Ch 2 Diener and Biswas-Diener “Can Money Buy Happiness?”

Materials Due: Quiz # 2 (9/14); Journal # 2 (9/15)

9/20 Week Six

Reading: *Pursuing Happiness* Ch 3 Smith “There’s More to Life Than Being Happy”

Materials Due: Essay Quiz #2 (9/21)

9/27 Week Seven

Reading: *Pursuing Happiness* Ch 3 Joshanloo and Weijers “Aversion to Happiness Across Cultures”

Materials Due: Essay Quiz # 3 (9/28)

10/4 Week Eight

Reading: Scholarly Essay (TBA)

Materials Due: Midterm assessment (10/4); Journal # 3 (10/5); Draft of Essay #2 (10/8)

10/11 Week Nine

Reading: Scholarly Essay (TBA)

Materials Due: Revision Notes (10/11); Essay # 2 Research and Analysis Final (10/15)

10/18 Week Ten

Reading: *Pursuing Happiness* Ch 4 Rubin “July: Buy Some Happiness”

Materials Due: Quiz # 3 (10/19)

10/25 Week Eleven

Reading: *Pursuing Happiness* Ch 5 Konnikova “How Facebook Makes Us Unhappy”

Materials Due: Journal # 4 (10/26)

11/1 Week Twelve

Reading: *Pursuing Happiness* Ch 5 Piore “What Technology Can’t Change About Happiness”

Materials Due: Essay Quiz #4 (11/2)

11/8 Week Thirteen

Reading: *Pursuing Happiness* Ch 5 Strom “There is No App for Happiness”

Materials Due: Quiz # 4 (11/9), Draft of Essay #3 (11/11), Revision Notes (11/13)

11/15 Week Fourteen

Reading: TBA- See Canvas

Materials Due: Essay # 3 Compare and Contrast Final (11/17)

11/22 Week Fifteen

Reading: *Pursuing Happiness* Ch 4 Lucky Strike Cigarettes “Be Happy, Go Lucky”

Materials Due: Optional Revision of any one single essay final draft! Note, no points available for draft/revision. (11/24)

11/29 Week Sixteen

Reading: Bonus Essay of Your Choice from *Pursuing Happiness*. (Pick one that has not previously been assigned.)

Materials Due: Journal # 5 (11/30); Quiz # 5 (12/1)

12/6 EXAM WEEK

Materials Due: Essay Quiz # 5 (12/6)

****Please Note:** This syllabus, like flesh, is subject to change. I reserve the right to change this schedule/content at any time to compensate for the educational process, zombie apocalypse, or other cultural/social distortion. If circumstances require a change in format, attendance/virtual attendance will still be required. Yes, there is a pandemic and yes, you are in college. We can figure most things out, but do your best to keep doing your reading, come to class/virtual class, keep in communication with me, and get your assignments done.

Essays

Essay 1: Definition/Application 100 points 1000 words

Essay One Prompt: Read or watch a single contemporary fictional text (short story, graphic novel, novel, film, video game narrative) through the lens of an ancient/classical

writer or philosophy we have read about (either the *Tao*/Laozi OR “The Good Brahmin”/Voltaire).

Define concepts from the writer with direct quotation, as well as explain/paraphrase the meaning in your own words. The essay must apply these concepts to characters, cultures/societies, and situations summarized or excerpted from the fiction, thus demonstrating students’ critical reading.

Voltaire

Example: How might Dead Pool’s life choices improve if he were to follow the advice of the Voltaire? (Be sure to cite one or more specific events in a specific narrative!)

Example: What difference might ignorance V.S knowledge play in any of the plots of *Rick and Morty* OR *Beckett*?

Laozi

Example: Explore how following the *Tao* change Spiderman’s job description. (Pick a graphic novel or a film and stick with just one version of the character.)

Example: In *Stranger Things* OR *The Walking Dead*, which of the characters are following the *Tao*? Does this help them survive? (This will require specifics from the series by season and episode.)

Purpose: This essay will allow students to demonstrate their mastery of using definition and application in a college level essay, as well as their ability to use MLA formatted citation. Students will also be demonstrating summary based on critical reading.

Length: 1000 Words (before works cited)

Format: 12point Times New Roman, double between lines, left justified, five space paragraph indent. See *Critical Reading and Writing* for a model/example of page set-up or go online to the MLA

webpage: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

Style: This is a scholarly analysis, do not use the pronouns "You", "We", or "I". Use MLA style for in-text citation and works

cited: https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

HINTS:

Remember to restate the prompt in a thesis that forecasts your supports. Use college level grammar, diction, and sentence structure, as well as MLA format for in-text citation of direct quotes and paraphrases. Always Spell and Grammar check before submitting any document to dropbox.

Essay # 2: Analysis Research Essay 100 points 1000 words

Essay Two Prompt: Consider any one of the following aspects in the discussion of happiness: death, suffering, consumerism, objective/subjective measurements of happiness, technology and happiness, cultural contexts for happiness. Using at least two scholarly sources and at least one popular source, write to explore/answer the question: How is this concept key to understanding happiness? Find and use a scholarly article from the SCF library databases. Find at least one popular article and integrate that into your analysis, as well. Use one of the articles from our textbook so long as you have not previously written about it in an essay. You may use any one of the popular sources on canvas.

Example: Consumerism is key to understanding happiness because consumerism (and by extension materialism) can block an individual or a culture's life satisfaction.

Example: The relationship of technology to happiness could be the foundation for both the United States' placement on the Happy Planet Index (note the ecological footprint), as well as individuals' sense of identity (we take lots of selfies).

Purpose: This essay will allow students to demonstrate their mastery of researching and using sources from databases and books as well as their ability to use MLA formatted citation. Because you must find and use a scholarly article from the SCF library databases, this paper demonstrates your mastery of library research on scholarly articles. Because you must find at least one popular article and integrate that into your analysis, this paper demonstrates your ability to find and integrate a popular source.

Length: 1000 Words (before works cited) NOTE- Minimum two scholarly articles, one popular article. One of these articles must come from your own research and SCF Library databases.

Format: 12point Times New Roman, half space between lines, left justified, five space paragraph indent. See *Critical Reading and Writing* for a model/example of page set-up.

https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

Style: This is a scholarly analysis, do not use the pronouns "You", "We", or "I". Use MLA style for in-text citation and works

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Essay 3: Compare and Contrast 100 points 1000 words

Essay Three Prompt: Sociology, Philosophy, Psychology, and Religion all speak to happiness, whether they are measuring it, or giving advice about how to achieve it. This essay will compare and contrast ideas about happiness by examining three different authors, potentially from different fields of research. This three-way analysis will require a particularly sophisticated organizational pattern.

Example: Ed Diener and Emily Esfahani Smith share a background in psychology, while Sissela Bok comes to the discussion of happiness through philosophy. They measure happiness differently, but what do their analyses share? Do they offer similar advice?

Example: Adam Piore is a journalist who often writes for 20th/21st century science journals, Voltaire is an 18th century historian and philosopher of the Enlightenment (very pro science/rationality), and Strom is a yoga teacher writing about technology. They each seem to be talking about happiness and science/rationality. Is there an overlap in their thoughts about achieving happiness and if so does it bear on science/rationality?

Purpose: This essay will allow students to demonstrate their mastery of using comparison and contrast in a college level essay, as well as their ability to use MLA formatted citation. Students will be building upon their ability to define concepts by moving between different authors and examples.

Length: 1000 Words (before works cited)

Format: 12point Times New Roman, half space between lines, left justified, five space paragraph indent. See *Critical Reading and Writing* for a model/example of page set-up. https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

Style: This is a scholarly analysis, do not use the pronouns "You", "We", or "I". Use MLA style for in-text citation and works cited. https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html (Links to an external site.)

HINTS:

Remember to restate the prompt in a thesis that forecasts your supports. Use college level grammar, diction, and sentence structure, as well as MLA format for in-text citation of direct quotes and paraphrases. Always Spell and Grammar check before submitting any document to dropbox.