

- **Encourage Weekly or Fortnightly Reflective/ Reaction Paper**

A reflective/ reaction paper is exactly that: students' reflections/ reactions to what they have read in your courses. It could begin with a brief summary of the recommended course reading for that week/ fortnight followed by students' reactions to the reading, based on their background and knowledge. This will help students to read actively and reflect on their readings. This assignment should not be graded.

The *WAC teaching assistants* can provide feedback on the Reflection/ Reaction papers.

- **Require a Draft of at Least One Paper**

Ask the students to submit a draft of an assignment two weeks before its due date so that they could receive feedback from their classmates (see the next item) and also from the *WAC teaching assistants* before the final version is written. This will ensure final assignments of a better quality.

- **Introduce Peer Reviews of Students' Papers**

Peer reviews (feedback from classmates) harness a powerful force of human nature, the influence of peers. This activity will only take about 30 minutes of class time, and students working in pairs or in small groups provide feedback on the drafts of their classmates. Peer reviews are based on guidelines which should be designed with the objectives of the writing assignment in mind. Peer review guidelines from an English course are given below. The *WAC teaching assistants* will help you to design guidelines appropriate to your assignments and could also help the students during the peer review session.

Guidelines for a Peer Review

1. Is the title suitable for the topic?
2. Did the introduction give you a good idea of the paper's contents?
3. Did you find the thesis statement? How can it be improved?
4. Are the topic sentences (which contain the main idea of each paragraph) clear?
Please write here the topic sentence of the second and the third paragraphs.
5. Do the sentences in each paragraph relate to the topic sentence?
6. Does the author use enough examples to develop ideas?
7. Were you confused at any place in the paper? Please specify.
8. Do any technical terms need to be defined?
9. Is the ending effective?
10. How can this paper be improved?

HOW TO ENRICH YOUR COURSES WITH WRITING ASSIGNMENTS

- **Add a Proposal and a Progress Report to Term/ Research Papers**

If you have assigned a Term/ Research paper to be submitted at the end of the term, ask the students to submit a Proposal and a Progress Report during the 4th and 8th weeks of the term. The Proposal will encourage students to plan the term/ research paper early and will allow you to provide feedback on the topic, data collection procedure, organization, and the working bibliography. The Progress Report will ensure that students proceed with their data collection and writing in a timely manner (instead of waiting till the end of term) and that they reflect on their writing. Planning and reflection require thinking, which leads to better writing. You could assign about 10% of the course grade to each of these brief writing assignments.

The *WAC teaching assistants* will help you to provide feedback on the Proposals and Progress Reports. Suggested assignments for the Proposal and Progress Report are given below.

Proposal

PURPOSE

To identify and describe a topic for your Term/ Research paper

CONTENTS OF THE PROPOSAL

1. Introduction
2. Title and purpose of the term/ research paper
3. Procedure or method of collecting data (library research, field research, lab work, etc.)
4. Organization of the term/ research paper (Introduction, Background, Literature Review, etc.)
5. Working Bibliography of at least 10 sources.

FORMAT

The Proposal should be about 2 pages long, including the working bibliography.

DUE DATE

Progress Report

PURPOSE

To report on the work you have done so far on your Term/ Research Paper

CONTENTS OF THE PROGRESS REPORT

1. Introduction
2. Title and purpose of your paper
3. Work done so far
4. Problems encountered and how they were handled
5. Changes from the Proposal, if any
6. Reasons for the changes
7. Plans for the next 4 weeks

FORMAT

The Progress Report should be about 2 pages long

DUE DATE