

Tools for Success in Writing

WRCR6222

Course Outline – Online

Description:

Are you a writer who has had brilliant ideas that you lose track of later? Have you started a major writing project only to stall part way? Perhaps you've been writing for a while but just can't seem to reach the level of depth in characters, places, and events you need to take your work over the top?

From dedicated writing software to note taking and apps designed to enhance creativity, there has been an explosion in recent years of software to assist the writing process. Improve your chances of completing a large project such as a novel or memoir by learning how to leverage these valuable tools!

Course Goals: This course prepares students with the tools and techniques necessary for developing a customized writing workflow.

Course Objectives: At the completion of this course, the student will be able to:

- Use apps to enhance your creativity
- Configure tools to capture and organize the products of your imagination – never lose another idea!
- Lay out the plot of an entire novel, or non-fiction work
- Evaluate a variety of writing apps and identify which will work best with your particular style
- Use software to format your work and prepare it for submission to an agent or publisher
- Compile your work in a sharable eBook format
- Create a plan for your writing project, and tools to keep you on track
- Develop a complete, end-to-end writing workflow with technology to support each step

Text: TBD.

Evaluation: This is a graded course where a complete or incomplete will be issued. In order to receive a completion for this course, a student must

- Attendance in at least 4 out of the 6 Zoom sessions
- Participate in the forums
- Complete and submit weekly assignments

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

This course outline is a sample only and is subject to change.

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Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

How often will the instructor communicate with me?

We will have a weekly, synchronous session to discuss the weekly topics. I will check email on a daily basis.

Policy on Late Assignments:

Discussion of assignments and forum posts in this course are to be shared among the class to stimulate conversations on weekly topics. Failure to contribute assignments on time, or participate in the discussions, negatively impacts the quality of experience for the entire class.

Thus, assignments are to be handed in on time. Late assignments will be downgraded by 5% per day, including weekends, up to a maximum of 7 days, after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

How do I hand in assignments?

All assignments will be submitted electronically through OWL using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL, you are responsible for contacting the instructor.

When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS.

Course Schedule:

	Topics	Activities
Week 1: Workflow	<ul style="list-style-type: none">• What is a workflow?• Common places writers struggle• Why use technology?• Cost: free to lavish, there's something for every budget• <i>Building blocks: operating systems and cloud services</i>	Zoom Session Forum Topic: Introductions Weekly Assignment: Cloud Services

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<p>Week 2: Capturing Creativity</p>	<ul style="list-style-type: none"> • Apps to stimulate your creativity • Tools to capture ideas at home and on the go • How to organize and store ideas so you can easily access them later • Mind-mapping tools to find synergies between your ideas and create new ones • Audio capture and transcription • <i>Inspiration apps</i> • <i>Note-taking apps</i> 	<p>Zoom Session</p> <p>Forum Topic: Inspiration</p> <p>Weekly Assignment: Note Taking Apps</p>
<p>Week 3: Planning out a Book</p>	<ul style="list-style-type: none"> • Plotting a novel • Planning a narrative memoir • Optimizing non-fiction flow • <i>Plotting apps, mind-mapping apps, name generators</i> 	<p>Zoom Session</p> <p>Forum Topic: Organization lessons learned</p> <p>Weekly Writing Assignment: Outline a writing project</p>
<p>Week 4: Writing Software</p>	<ul style="list-style-type: none"> • What's your style? • Simple mark-up editors – crisp, clean, minimalism • Word Processors – the old workhorses • Feature-rich writing software – robust tools to meet every writer's need • Editing tools – the latest applications for spelling and grammar • <i>Mark-up editors</i> • <i>Word processors</i> • <i>Feature rich writing software</i> • <i>Editing tools</i> 	<p>Zoom Session</p> <p>Forum Topic: Writing app experiences</p> <p>Weekly Assignment: Writing Software</p>
<p>Week 5: Formatting Made Easy</p>	<ul style="list-style-type: none"> • What is formatting and why is it important? • Formatting for traditional publishing: agents and publishers • Formatting for self-publishing: blogs to eBooks • <i>Word processor templates, Writing software exports, eBook authoring</i> 	<p>Zoom Session</p> <p>Forum Topic: The world awaits</p> <p>Weekly Assignment: Format a manuscript</p>
<p>Week 6: Your Writing Plan</p>	<ul style="list-style-type: none"> • How to create a plan • Tools to track progress • Putting a bow on your personal writing workflow • <i>Review of all applications and how they fit together</i> 	<p>Zoom Session</p> <p>Forum Topic: Final questions</p> <p>Weekly Assignment: Your Workflow</p>

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