

CPN 099

Procedures For Online Exercises

Procedures

- Gain access to the website for the Simon and Schuster Handbook (Troyka)
Go to: <http://www.prenhall.com/troyka>
- Under the Troyka Handbook, click “Companion Website”:
http://wps.prenhall.com/hss_troyka_sshb_8
- Choose an exercise and work on it until you score “100.”
- When you score 100, click on “Submit Quiz.”
- Scroll down and click on “Email to Me.”
- Use the checklist below to record your progress (check and record date done for each).
- Save copies of your received Emails in a folder with this checklist. These are proofs of your completing the required exercises.
- Failure to submit proofs of completion for all required exercises will result in partial or no credit granted for this component of the syllabus.

Use the table below to keep track of exercises. When you have completed and received “100” on all exercises, sign, date this sheet, and submit in a folder with emails received in the following order: “Pronouns” on top, then rest of first column, then second column)

Basic Grammar	Check	Date Done	Punctuation	Check	Date Done	
Pronouns			Colons, Dashes...			
Prepositional Phrases			Commas			
Comma Splices			End Punctuation			
Dangling Modifiers			Quotation Marks			
Pronoun Reference			Semi-Colons			
Pronoun Agreement			Mechanics, Spelling			
Pronoun Case			Abbreviation, Numbers			
Pronoun Fragments			Capitalization			
Subject-Verb Agree I			Hyphens			
Subject-Verb Agree II			Italics & Quotes			
Sentence Style			Spelling			
Conciseness			Word Choice			
Coordination			Appropriate Language			
Mixed Constructions			Exact Words			
Parallel Structures			Figures of Speech			
Subordination			Sexist Language			

Important Note: You are expected to do this work on your own (Honor System). Having others do your work for you is cheating and will be treated as such according to the academic misconduct policies of SUNY Cortland (see the Cortland Handbook). I may ask you to repeat exercises or assessments at my discretion in a controlled setting to verify your claims.

I verify that I have achieved on my own the required performance levels on all the above quizzes as indicated.

Signed _____ Date _____