

Grammar Self-Improvement Plan

The Grammar Self-Improvement Plan is worth 5% of your final grade.

Basic grammar is the cornerstone to effective communication. After you complete the Grammar Diagnostic Quiz, you must write and submit a one-paragraph Grammar Self-Improvement Plan. In the Plan, describe your areas of grammar weakness and what you will do to improve these weaknesses during the course. As part of your final assignment for this course, you will reflect on your Plan and write a Self-Assessment.

This assignment helps you practice the following CLR

- CLR 3: Demonstrate clarity, conciseness, correctness and coherence in English language construction.

Instructions

- **Content:** In one paragraph, you must:
 1. list 2-3 goals that you will focus on during the course to help you strengthen your grammar skills; and
 2. describe how you will achieve these goals.
- **Length:** Word count must be between 100 to 250 words. You will lose points if your document is less than 100 words or more than 250 words.
- **Criteria:** Your writing must be clear, concise, and coherent.
 - Avoid repetition.
 - Make sure your ideas flow logically one to another.
 - Correct grammar errors, misspellings, missed words, and punctuation mistakes.
- **Title:** Include the title, your first and last names, course code, and course section at the head of the document.
- **Format:** Use 12" Times New Roman or Arial font, double-space, and format margins at 2.54 cm (normal range).
- **Submission:** Submit it in Blackboard. View the video, "How to Submit an Assignment," in Activities and Assignments for instructions.

Note: If you have any questions, please contact your Facilitator.

Self-Improvement Plan Rubric

The 4 C's of Effective Communication

1. **Clear** = is simple, easy to understand, and flows smoothly.
2. **Concise** = gets to the point as quickly as possible, doesn't ramble, and is not repetitive.
3. **Coherent** = demonstrates a logical, rational, and complete organization of ideas.
4. **Correct** = adheres to instructions/has very few grammar, punctuation, capitalization, misspelling and missing-word errors.

Skills	Comments	Total Points	Your Points
Content: explains goals and how you will achieve them		1	
Clear: is simple, easy to understand, and flows smoothly		1	
Concise: gets to the point as quickly as possible, doesn't ramble, and is not repetitive		1	
Coherent: demonstrates a logical, rational, and complete organization of ideas		1	
Correct: adheres to instructions/has very few grammar, punctuation, capitalization, misspelling and missing-word errors		1	
	Total	5	