

Writers' Class

Strong in English

Orientation Manual

-2019-

- Welcome -

Greetings, fellow writers!

We are excited to welcome you to the 2019 Strong in English Course! Beginning on October 21, you will have the opportunity to learn in an excellent classroom where the first priority is to honor the Name of Christ.

In this setting, you will work towards many academic goals individually and corporately—goals that will prepare you and your classmates for greater service to the King of kings.

In the following pages, you will find the guidelines, packing lists, travel details, and recommendations that will prepare you for the course.

If you have additional questions, email the ATI Office at ati@iblp.org, or call (903) 636-2000.

As the class start date draws nearer, please be in prayer that:

- God will prepare you mentally, physically, and spiritually for all that He has in store for you during this course
- God will unify the hearts of all that are attending and instructing
- God would glorify His Word and His Name above all else

See you in Texas on October 21!

For His glory,

Family Conferences Event Staff, on behalf of,
Carol Blair, Instructor

ati@iblp.org // (903) 636-2000

- Orientation Manual -

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1. Course Core Values

Excellence: In all our settings and interactions, we want to show respect for a professional environment and conduct ourselves in such a manner that brings glory to the King of kings.

Respect: Deferring personal preferences contributes to excellence as a whole. As we come together from countless different backgrounds, we have the opportunity to limit our personal freedoms so that we may build a God-honoring spirit of unity as a class.

Encouragement: Through attitudes of gratefulness, contentment, and humility, we want to encourage each other through every aspect of the course. These two weeks will be an opportunity for you to seek the Lord and build healthy relationships with your classmates and instructors, advance your skills, and honor the Lord in your heart and in your actions. Join us as we come together to glorify God!

2. What to Expect

a. The Schedule

- Monday–Friday: 9–5 pm, (lunch: 12-1 pm)
- Saturday: half-day session of classes, then free time and homework/recreation
- Daily: review quiz (final grade is based on those quizzes), approximately three hours of reading and studying each evening Monday-Friday.
- Curfew: 9:30pm on weekdays, and 10:30pm on Friday and Saturday

b. Meet the Instructor: Miss Carol Blair is an accomplished writer and editor with more than 30 years' experience, both in-house and free-lance. She holds her M.A. in writing, is a published author, has won a major writing award from the Amy Foundation, and is a graduate of WORLD Magazine's 2019 mid-career journalism course.

3. Course Content

Day One: A review of “the basics” of English

Day Two and beyond...

- Advanced work in spelling, grammar, vocabulary, etymologies, punctuation, pronunciation, writing, and usage
- Latin and Greek roots: the foundation for much of English vocabulary
- Commonly confused words: it's/its; lie/lay; principal/principle; flaunt/flout; and many more
- Sentence, paragraph, and essay construction
- History of the English language
- Principles of rhetoric, including the schemes and tropes—the “graces” of language
- Survey of great literature
- Desktop publishing for writers and editors
- Proofreaders' marks, and much practice in proofreading and copy editing with errors of increasing difficulty and complexity as well as proofreading and editing on the computer: word processing skills; the “track changes” feature, etc.
- Dictionary use, history of dictionaries, and the three major historical dictionaries
- Other subjects: Bible, Biology, Chemistry, Geography, History, and Math (Because editors need to know much more than just grammar!)
- Style guides and other reference books: *Chicago Manual of Style*, *Associated Press Style Guide*, *American Medical Association Style Guide*, *Gregg Reference Manual*

- Specialty areas: medical editing (introduction), overview of job possibilities (paid and volunteer) in publishing—and how to get started!

4. What to Bring

Personal packing list

- You + a good pen
- Bible & journal for personal devotions
- Your favorite snacks for those late-night homework sprints, weekends, etc.
- Laundry detergent and supplies for doing your laundry
- \$5-10 in quarters (\$2.50/per load of laundry -- there is a full laundry room in each dorm)
- Umbrella & jacket
- Cash, credit, or debit card for the campus store
- Clothing for the classroom and recreation that aligns with guidelines (see next section.)

Classroom packing list

Please mark everything with your name.

- Tote bag for binders and materials
- Pens, pencils, and highlighters, for lots and LOTS of notes!
- Pad of sticky notes, scissors, tape, stapler
- Notebook or note paper
- 3-ring binder (1-inch recommended)
- **Required books (not included with tuition)**
- All of the books may be found used and inexpensively online at **Abebooks.com**.
Estimated total cost of books: \$25.
- A dictionary with etymologies. If you need to buy a dictionary, I suggest Webster's New World Dictionary, by Pocket Books. It's the only paperback dictionary that has etymologies (to find out if a dictionary includes etymologies, look up the word geography. The definition should include: "geo = earth; graphe = writing").
- A thesaurus—any kind
- *The Elements of Style*, by Strunk and White, **3rd edition (1979) only**.
- Writers INC: A Student Handbook for Writing and Learning, by Sebranek, Meyer, & Kemper. **1995 or 1996 edition only**. ISBN 0-669-38813-0 (paperback) or 0-669-38812-2 (hardback).

Note: A laptop computer is strongly recommended; with Microsoft Word and e-mail.

What NOT to bring:

- Contemporary music that may be questionable or distracting for you or your fellow classmates
- Gaming devices (including games on phones)

MAIL: Letters and packages can be sent to (Students' name), C/O Writer's Course, One Academy Blvd, Big Sandy, TX, 75755

5. What to Wear

Lead the way among your classmates by wearing clothing that is traditional, classic, and professional, inviting your peers to take you and your skills seriously. As we focus on equipping students for excellence, our choice of clothing can drive us toward or distract us from that goal.

Young Ladies' Attire

In the Classroom

Wear this:

- Professional and feminine outfits: blouses/dress tops w/skirts or dresses (Pants for females are only allowed during recreation times.)
- Modest fitting clothes that do not accentuate anything physical

Not that:

- Sleeveless tops, shirts that cling and accentuate the chest, skirts that come above the knee when sitting, any kind of ragged or lettered clothing, sneakers, flip-flops, or clothing that is decidedly trendy or casual.

In Recreation

Wear this:

- Modest-fitting shirts that do not show skin/cleavage in athletic positions. o Skirts that reach over the knees when standing with leggings/pants underneath (pants must reach over the knee), or loose fitting capris (below the knees) or pants
- Casual shoes: sneakers, flip flops, etc.

Not that:

- Tank tops, sleeveless tops, shorts, or any stretchy and tight-fitting clothing

Young Men's Attire

In the Classroom

Wear this:

- Professional and masculine outfits: dress slacks and collared shirts; ties are appropriate, but not required.

Not that:

- Skinny jeans, tight-fitting shirts, any kind of ragged or lettered clothing, sneakers, flip-flops, or clothing that is decidedly trendy or casual.

In Recreation

Wear this:

- Modest-fitting shirts that do not show skin in athletic positions
- Loose-fitting pants or shorts that reach the knees when standing
- Casual shoes: sneakers, flip flops, etc.

Not that:

- Shorts that are too short (above the knee), sleeveless tops, or any stretchy and tight-fitting clothing

For your planning purposes, here are the recreational options: full-size track, disc golf course, basketball and volleyball courts, a lakefront with canoes (used under supervision, with lifejackets, and at scheduled times), walking areas, and more.

6. Guy & Girl Interactions

In the classroom and on the campus, we will all come together to serve the Lord and honor each other. Remember the core values of the Writers' Class in all your interactions, and let purity be your guiding principle as you interact with your brothers and sisters in Christ. Below are some further guidelines.

What is okay:

- Interacting professionally in GROUP and public settings
- Conversing around the course content, and engaging in discussions and activities that build fellow students up in the course
- Treating all classmates of the opposite gender as equals in pursuit of the common goal: excellence as individuals for the glory of God and maintaining a respectful level of restraint in all interactions.

What is NOT okay:

- Interacting casually in PRIVATE or enclosed settings
- Conversing extensively outside of course content, and engaging in activities that are not scheduled or do not relate to the course
- Treating certain classmates of the opposite gender with special attention, or engaging in actions and conversations that could be regarded as flirtatious or too inviting

If you have questions about these and other guidelines, contact the ATI Office (ati@iblp.org).

7. How to Prepare

Assignments to complete prior to coming to this course:

- Read *The Elements of Style*.
- Be able to say the books of the Bible from memory, with correct pronunciation and spelling. Know also the book groupings: Pentateuch, History, Poetry, Major and Minor Prophets, Gospels, History, Epistles, and Prophecy.
- Know the standard, two-letter postal abbreviations for all 50 states, as well as the bordering Canadian provinces.
- Be able to fill in all 50 states on a blank map of the United States, as well as the bordering Canadian provinces.
- For your home state: know the capital, the nickname, the state bird, flower, and tree; the order and year it joined the Union; and the names of your governor, two senators, and your Congressional representative.
- Learn 22 Latin and Greek prefixes and suffixes—which will be sent to you upon acceptance into the course. (This is Lesson I of the vocabulary unit.)

Optional:

- Read a book by G.A. Henty. Recommended: *For the Temple* (available on Abebooks.com).
- Bring a bag of junk mail and old magazines.
- Bring errors in print—anything and everything. Ask family and friends to look for them for you, also. Each one will be a learning opportunity for the class.

IMPORTANT: Please scan a signed copy of the Consent & Release form (attached to your confirmation email) and return to ati@iblp.org by October 14.

8. How to share about this class

It's not too late to bring a friend! Registration is open until October 7. To share about the course with a friend, or direct them to registration, use this link:

www.familyconferences.org/stronginenglish

9. Travel Details

Arrivals: Please arrive at the the International ALERT Academy (One Academy Blvd, Big Sandy, TX, 75755) by 4:30pm on Sunday, October 20th. Dinner is provided in the dining room from 4:30 — 5:00pm. This will also give you time to get settled into your room before the course kicks off.

Departures: Please plan to leave by 12:00pm on Saturday, November 2nd.

Carpooling: If you are interested in organizing a carpool from your area, let us know so we can connect you with other students. For additional information, contact the ATI office at (903) 636-2000.